MANAGING FOR PERFORMANCE TRAINING

Course Title: Managing for Performance Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with practical strategies to manage employee performance effectively and align individual contributions with organisational goals. It focuses on setting clear expectations, monitoring progress, providing feedback, addressing performance gaps and motivating employees toward continuous improvement. Through case studies, discussions and hands-on exercises, participants will strengthen their ability to manage performance confidently and support a high-performing workplace.

OBJECTIVE(S):

- Understand core principles of performance management.

- Set clear performance goals and expectations.

- Monitor employee progress using structured methods.

- Provide effective and constructive feedback.

- Handle performance gaps and underperformance issues.

- Motivate employees toward improved results.

- Strengthen communication skills for performance discussions.

- Apply tools to enhance overall team performance.

TARGET GROUP(S):

- Managers and supervisors
- Team leaders
- HR personnel
- Department heads
- Anyone responsible for employee performance and results

ENTRY REQUIREMENT(S):

- Able to read, write and communicate verbally in Malay/English

TOPIC(S):

1. Introduction to Performance Management
2. Setting Goals and Performance Expectations
3. Monitoring and Tracking Employee Performance
4. Effective Feedback and Coaching Conversations
5. Managing Performance Gaps and Underperformance
6. Motivating Employees for High Performance
7. Documentation and Performance Review Techniques
8. Building a Performance-Driven Team Culture

LIST OF REFERENCE BOOK(S):

- Performance management and leadership guides
- Coaching and communication references
- Employee motivation and development materials

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories
- Flip chart with accessories
- Performance tools and worksheets

METHODOLOGY(S):

- Lecture
- Case studies
- Group discussions
- Role-play
- Practical performance management exercises

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: Introduction to Performance Management
10:15 am – 10:30 am	**Morning Tea Break**
10:30 am – 12:30 pm	Topic 2: Setting Performance Goals and Expectations
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 3:30 pm	Topic 3: Monitoring and Tracking Performance
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Topic 4: Providing Effective Feedback

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: Managing Performance Gaps
10:15 am – 10:30 am	**Morning Tea Break**
10:30 am – 12:30 pm	Topic 6: Motivating for High Performance
12:30 pm – 1:30 pm	**Lunch Break**
1:30 pm – 3:30 pm	Topic 7: Documentation and Performance Reviews
3:30 pm – 3:45 pm	**Afternoon Tea Break**
3:45 pm – 5:00 pm	Topic 8: Building a Performance-Driven Culture