

# Module 03

## Managing Employee Performance

A good performance management system works towards the improvement of the overall organizational performance by managing the performances of teams and individuals to ensure the achievement of the overall organizational ambitions and goals. This executive certificate course in **Managing Employee Performance** at EDI will equip you with the knowledge & skills to create a system that benefits both employees and the organization as a whole. Ultimately, empowering you to cultivate a high-performing workforce and a positive work environment.

### TOPICS INCLUDED :



#### **MODULE 01: Performance Management**

- What is Performance Management?
- Benefits of Performance Management



#### **MODULE 02: How to set KPIs to actively grow business as well as employees?**

- Align organizational goals with employee development goals
- Setting SMART KPIs for your business and employee



#### **MODULE 03: Practice How the Key Performance Indicators are Structured?**

- Break your Goals into Business Growth KPIs & Employee Development KPIs
- Business Growth Behavior KPIs & Employee Development Behavior KPIs
- Align KPIs with your SMART goals



#### **MODULE 04: Challenges During Implementation of KPIs**

- Choosing the Right KPIs, Data Quality and Accuracy, Setting Achievable Targets, Communication and Reporting and Managing & Updating KPIs



#### **MODULE 05: Performance Monitoring**

- Data collection & analysis and Identify areas for improvement, track progress towards goals, and make data-driven decisions

## Course Structure

This certificate course in Managing Employee Performance is offered in approximately **16 hours OR 2-days** period. The course is based on a participatory, active learning approach and group discussions. Participants will receive a Certificate of Participation upon successful completion of the course.

## Who Should Attend?

The course is designed for directors, HR managers/Officers, all levels of managers and professionals who work related to managing human resources in order to implement operational processes and working conditions more effectively within companies and NGOs.



## Learning Outcome

Upon the completion of this two-day training, participants are expected to:

- Know the advantages of having KPIs in your business
- Learn about the compulsory task before setting KPIs
- Know the key setting KPIs to individual roles
- Link people performance to organization performance
- Improve KPI Result through performance coaching
- Improve overall employee performance and engagement
- Be able to create a Positive Work Environment

K

Key

P

Performance

I

Indicator

# Course Fee

The most affordable course to acquire valuable knowledge and skills to unlock your HRM potential.



## FULL COURSE

Enroll full course and master your HR management skills to the fullest.



## SINGLE MODULE

Select and pay for any single module course(s) specific to your area of interest and needs.



## 20% DISCOUNT

Join the FULL Course or any SINGLE MODULE, ONLINE via zoom and get an additional 20% discount

### Full Course Fee

**825\$**

Normal Price

**725\$**

Early Bird

### Per Module Fee

**195\$**

Normal Price

**175\$**

Early Bird

*Join us and equip yourself with the knowledge and skills needed to launch a career in Human Resources or boost your skills like communication, conflict resolution, and problem-solving, etc., as a HR professional. At EDI, we are committed to professional development and help you stay up-to-date on the latest trends and best practices.*

## Contact Us For More Information :

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