

Understanding Job Description, Job Analysis, Key Performance Indicators (KPI's) & Appraisals



<p>North Region KISMEC, Kulim Date to be announce based on response</p>	<p>Southern Region Good Hope Hotel, JB Date to be announce based on response</p>
<p>Klang Valley Armada Hotel, PJ Date to be announce based on response</p>	

To provide comprehensive understanding in handling and managing Key Performance Indicators (KPI's) and the requirements. To enable participants to acquire an understanding of how to approach and implement the strategic HR tools, including the problems and pitfalls to avoid. To provide knowledge and understanding of the principles, machinery and the importance in developing measurable performance standards, performance appraisals, interviews and counseling.

OUTLINE

- An Overview of Job Analysis & Job Description
- Organization's Expectations on Performance
- Linking KPI to Organization's Mission & Vision
- Key Performance Indicators: Concept & Practice
- KPI and its Criteria
- Understanding and Drawing of KPI
- Identifying and Aligning Competencies against KPI
- Define and Measure Results and
- Key Issues on Performance Management
- The Contents of a Good Performance Appraisal
- Developing Performance Standards/Objectives
- Interview and Counseling Skills
- Pay Performance Linkage
- Potential Problems/Suggested Success Factors & Follow-Ups

LEARNING OUTLINE

- Upon Completion of the program, participant to gain:
- An understanding of how to analyze a job, understand job specifications, person specifications, job descriptions & KPIs.
 - Able to develop KPI's that align to competencies with measurable results in achieving organization's goals.
 - Able to integrate job description with accountabilities.

TARGET GROUP

HR Assistants , HR Officers/Supervisors & HR Executives

FEE

RM 1200.00 per participant + 6% GST
 RM 1100 MIHRM Members + 6% GST
 (Fee inclusive trainer fee, seminar package and handouts only)

REGISTRATION FORM

Please register me for

Date of Training:

Membership No.

Name

Company

Designation

Address



MIHRM is a class A training provider (serial number: 3215)

Email Address

Tel No. (office)

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Contact Person

Enclosed cheque No./bank draft _____ for RM _____ being payment for _____ participant(s).
 (Payment made payable to "Malaysian Institute of Human Resource Management") Mode of Payment: Cheque, money order, bank draft; payable to "Malaysian Institute of Human Resource Management" or Cash/ Direct Bank in to MIHRM Bank Account : CIMB Bank Berhad- Account No: 800 2324 212.
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