



Internationally Certified Training Programs

# **Certified Employee Performance Management Professional (Live Online)**

## Course Introduction

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This course will clarify key, specific, detailed concepts and will provide practical tools and techniques for implementing, improving or maintaining the company's employee performance management system. Attendees will gain exposure to best practices in the field of performance management and will learn how to establish and use criteria for evaluating performance.

## Target Audience

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### **People interested in employee performance management:**

Entrepreneurs, analysts, and professionals from any field interested in employee performance management will acquire the knowledge needed to understand the aspects that influence employee engagement and productivity and will access different methods that could help them improve.

### **Management representatives:**

Representatives of top/middle/line management and their respective organizations, regardless of their field of expertise, interested in measuring and evaluating employee performance, will be glad to discover a structured approach to the implementation of an employee performance management system, as well as best practices in the field.

### **HR professionals:**

This course offers HR professionals, such as HR Consultants, HR Managers or HR Associates, the opportunity to have exposure to a rigorous approach to individual performance management and evaluation, through the implementation of an integrated employee performance measurement system based on KPIs, behaviors and competencies.

Starting from the processes and tools already used in their organizations, after completing this course participants can return to their organizations with a more coherent perspective on how an employee performance management system should work.

## Learning Objectives

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**By the end of this training course, participants will be able to:**

- Identify the fundamentals of the performance management framework
- Learn how to track employee performance during each phase of the performance management cycle
- Apply key tools to measure employees' results in a fair and objective manner
- Learn how to conduct efficient performance appraisals
- Gain the knowledge of developing a Performance Management System business case.

## Course Outline

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- **01 Day One**

**Employee Performance Management context:**

- Benefits of implementing an Employee Performance Management System
- Prerequisites of an Employee Performance Management System
- Governance for Employee Performance Management
- Impact areas of an Employee Performance Management System
- Performance Management Cycle

## **Employee Performance Management Architecture:**

- The link between business strategic objectives and day-to-day actions
- Tools and techniques used in performance management
- Visibility and accountability through employee performance management

### **• 02 Day Two**

## **Employee Performance Management Implementation Project:**

- Importance of a business case for an implementation project
- Elements of a business case
- Clarify organizational context
- Design the system implementation project plan
- Define the tools and templates to be used
- Training sessions for management and employees
- Launch and utilize the system
- Monitoring and reviewing the implementation process

### **• 03 Day Three**

## **Establishing performance criteria:**

- Cascading objectives and KPIs from organizational to departmental and individual levels
- Defining and selecting competencies
- Defining and selecting behaviors

## **Evaluating Employee Performance:**

- Employee performance evaluation form
- Evaluating KPI results
- Assessing competencies and behaviors
- Rating overall performance

### **• 04 Day Four**

## **Employee Performance Management Cycle:**

- Employee performance planning

- Mid-year performance review objectives
- Point of contact and support for employees
- Annual performance review

#### **Employee performance appraisal meeting:**

- Preparation for the appraisal meeting
- Feedback techniques
- Active listening
- Performance conversations

#### **• 05 Day Five**

#### **Talent management:**

- Linking performance evaluation to talent management
- Employee performance plans, career path, and development plan
- Compensation and benefits

#### **Review and Q&A:**

- Course review
- Q&A

## **Confirmed Sessions**

| FROM          | TO             | DURATION | FEES       | LOCATION         |
|---------------|----------------|----------|------------|------------------|
| May 26, 2025  | May 30, 2025   | 5 days   | 1500.00 \$ | Virtual - Online |
| Sept. 8, 2025 | Sept. 12, 2025 | 5 days   | 1500.00 \$ | Virtual - Online |

| FROM          | TO            | DURATION | FEES       | LOCATION         |
|---------------|---------------|----------|------------|------------------|
| Nov. 10, 2025 | Nov. 14, 2025 | 5 days   | 1500.00 \$ | Virtual - Online |