

Course No. 1723

Performance Management & Employee Development Training Course

**PUBLIC SECTOR HUMAN CAPITAL & WORKFORCE DEVELOPMENT
GOVERNMENT & PUBLIC SECTOR**

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The Performance Management & Employee Development Training Course provides a practical and strategic framework for strengthening employee performance, aligning individual contributions with organizational objectives, and developing workforce capabilities. The course is designed for government entities, ministries, public-sector organizations, banks, financial institutions, oil and gas organizations, and large corporations seeking to establish more effective performance and employee development practices.

Effective performance management goes beyond annual performance appraisals. It requires a continuous process of setting clear expectations, establishing measurable objectives, monitoring progress, providing meaningful feedback, addressing performance gaps, recognizing achievements, and connecting employee development with organizational priorities. The course enables participants to build performance practices that support accountability, engagement, productivity, and continuous improvement.

The program covers the complete performance management cycle, including goal setting, performance planning, competency assessment, Key Performance Indicators, performance reviews, feedback, coaching, performance improvement planning, employee development, career development, and succession readiness. Participants will learn how to establish clear connections between organizational strategy, departmental objectives, individual performance, and professional development.

Particular emphasis is placed on developing managers' capabilities as performance leaders. Participants will explore how to conduct effective performance discussions, identify capability gaps, provide constructive feedback, coach employees, create development plans, and address underperformance in a fair and structured manner. The course also addresses common challenges such as unclear objectives, inconsistent evaluations, rating bias, weak feedback practices, and limited development follow-up.

Through practical exercises, performance planning activities, competency assessments, coaching simulations, performance review scenarios, development planning, and an integrated final workshop, participants will develop the practical capabilities required to implement effective performance management and employee development systems that improve individual contribution, workforce capability, and organizational performance.

Objectives

- Analyze the principles, components, and strategic role of effective performance management.
- Develop clear and measurable employee objectives aligned with organizational and departmental priorities.
- Design performance indicators that support objective and consistent performance evaluation.
- Apply structured performance planning and review processes throughout the performance cycle.
- Evaluate employee performance using relevant results, competencies, behaviors, and evidence.
- Identify performance and competency gaps and determine appropriate development priorities.
- Apply effective feedback, coaching, and performance conversation techniques.
- Develop individual employee development plans aligned with career and organizational requirements.
- Design structured performance improvement plans for employees requiring targeted support.
- Assess performance evaluation challenges, including inconsistency, bias, and unclear assessment criteria.
- Strengthen managers' capabilities in motivating employees and supporting continuous performance improvement.
- Establish mechanisms for monitoring employee development and linking performance outcomes with organizational talent processes.

Who Should Attend

This training course is designed for executives, senior managers, department heads, line managers, human resources managers, performance management specialists, talent management professionals, learning and development specialists, and organizational development professionals responsible for managing or supporting employee performance.

It is particularly relevant to professionals working in government entities, ministries, public-sector organizations, banks, financial institutions, oil and gas organizations, engineering companies, and large corporations where structured performance management and workforce development are essential to achieving organizational objectives.

The program will also benefit HR business partners, team leaders, supervisors, performance review committee members, and managers responsible for setting objectives, evaluating employee

performance, conducting performance discussions, identifying capability gaps, developing employees, and supporting career and succession planning.

Learning Outcomes

- Develop employee performance objectives aligned with organizational and departmental goals.
- Establish measurable performance indicators and appropriate performance standards.
- Conduct structured performance planning and review discussions.
- Evaluate employee performance using objective evidence and defined competencies.
- Identify performance gaps and distinguish between capability, behavioral, and operational issues.
- Provide constructive feedback that supports employee improvement and engagement.
- Apply coaching techniques to improve employee capability and performance.
- Develop individual employee development plans based on identified needs and career objectives.
- Prepare performance improvement plans with clear expectations, actions, timelines, and follow-up mechanisms.
- Identify and reduce common sources of bias and inconsistency in performance evaluation.
- Monitor employee development progress and evaluate the effectiveness of development interventions.
- Connect performance management outcomes with talent management, career development, and succession planning.
- Establish continuous performance improvement practices within teams and departments.

Course Outline

DAY 01

Performance Management Foundations & Strategic Alignment

- Principles and evolution of performance management
- Performance management versus traditional performance appraisal
- Linking organizational strategy with departmental and individual objectives
- Performance planning and setting clear expectations
- Defining roles, responsibilities, results, and performance standards
- Key Performance Indicators and measurable objectives

DAY 01 — CONTINUED

PRACTICAL APPLICATION

Develop aligned employee objectives and performance indicators for selected roles

DAY 02**Performance Measurement, Competencies & Evaluation**

- Designing effective performance measurement frameworks
- Results-based and competency-based performance assessment
- Developing competency and behavioral indicators
- Collecting performance evidence and documenting achievements
- Performance ratings, calibration, and consistency
- Managing evaluation bias and common assessment errors

PRACTICAL APPLICATION

Conduct a structured employee performance assessment using results and competency evidence

DAY 03**Feedback, Coaching & Performance Conversations**

- Principles of effective performance feedback
- Conducting productive performance review conversations
- Coaching employees for improved performance
- Identifying root causes of performance gaps
- Employee engagement and motivation during performance discussions
- Managing difficult performance conversations

PRACTICAL APPLICATION

Conduct performance feedback and coaching simulations for different employee scenarios

DAY 04

Employee Development & Performance Improvement

- Identifying employee capability and competency gaps
- Developing individual employee development plans
- Learning, coaching, mentoring, and experiential development approaches
- Career development and internal mobility considerations
- Designing performance improvement plans
- Setting development actions, timelines, responsibilities, and follow-up mechanisms

PRACTICAL APPLICATION

Develop an individual employee development and performance improvement plan

DAY 05

Performance Governance, Talent Development & Continuous Improvement

- Integrating performance management with talent management
- Linking performance outcomes with career development and succession planning
- Performance review governance and management accountability
- Performance dashboards, reporting, and workforce performance indicators
- Monitoring development progress and measuring development effectiveness
- Building a culture of continuous performance improvement

FINAL WORKSHOP

Develop an integrated Performance Management & Employee Development framework covering objective setting, KPIs, performance measurement, competency assessment, feedback, coaching, performance reviews, development planning, performance improvement, career development, talent management, governance, monitoring, and continuous improvement.



Register or Request More Information

Course page: <https://quest-training.com/courses/performance-management-employee-development-training-course>

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