

# JOB PERFORMANCE PROFILING TRAINING

Streamlining JDs, Setting KPIs & KRAs, and Effectiveness in the Performance Review Process

## Overview

**Job Performance Profiling** is a structured process that establishes the key links between the essential requirements of a job, position or role and the knowledge, skills, abilities and behavioral characteristics necessary for successful performance. The resulting profile provides the foundation on which an organization can build integrated human resource management systems e.g. recruiting, coaching, salary administration, performance reviews, training and development, and staff succession planning.

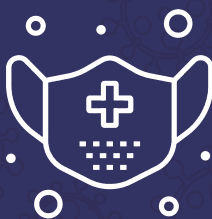
This training has many benefits for all executives who manage staff or lead teams. It will explore useful skills, knowledge and tools you need to manage and measure the performance of your staff effectively. The program entails strategic ways of creating a **SMART** system in your company that will enable effectiveness in the execution of tasks, managing of tasks, setting performance targets, measuring performance, and conducting meaningful reviews.

**Enroll Now for an Exquisite 8 - Hour Journey that will Help You Unlock all Performance Management Puzzles Forever!!!**

## COVID-19 PREVENTION

We follow all the Ministry of Health (MOH) guideline and Standard Operating Procedures (SOPs) on curbing the spread of COVID-19.

**WE VALUE YOUR HEALTH AND THOSE OF YOUR LOVED ONES...**



## TARGET PARTICIPANTS

This course is suitable for;

- a) All HR Professionals
- b) Business Owners
- c) Heads of Organizations
- d) Managers
- e) Assistant Managers/Supervisors

# TRAINING CONTENT (WHAT YOU WILL LEARN)

## MODULE 1: Introduction

In this section, you will learn about

- Some key terms used in/ associated with Job Performance Profiling (Job Description, Job Profile, Job Performance Profile, Job Contract, Job Roles, KPIs, KRAs)
- Background to, and Purpose for Job Performance Profiling

## MODULE 2: Developing a Job Performance Profile

In this section, you will learn about the course structure and the meaning of some key terms associated with Financial Analysis.

- How to Streamline Job Titles
- How to Specify Job Grades and Reporting Lines
- How to State the Job Summary/ Job Purpose
- How to Specify Job Requirements/ Qualifications
- How to Streamline/Specify Duties and Responsibilities
- How to Write Proper Key Performance Indicators (KPIs)
- How to Draw Proper Key Result Areas (KRAs) for Each KPI

## MODULE 3: Conducting Effective Performance Reviews

In this section, we will practically explore the proven ways of conducting effective performance reviews. You will also be introduced to our newly developed **Performance Review Tool**, which is proving to be the simplest and most effective for many leading organizations/employers today. From the Job Performance Profile you've developed in the previous module, we will practically show you how to incorporate the job targets (KRAs) in the **Performance Review Tool**. Unlike the contemporary performance appraisal forms, this tool helps managers manage and eventually assess employee performance in a pragmatic yet deductive manner, ensuring effective sustainable results.

## Training objectives

By the end of the workshop, delegates will be able to:

- |    |  |    |   |
|----|--|----|---|
| a) | Manage Tasks, NOT People   | d) | Draw Proper Key Result Areas (KRAs), for every KPI                                      |
| b) | Set Clear Job Roles (Duties and Responsibilities)                  | e) | Set Performance Targets Effectively/ Measure Performance Effectively                    |
| c) | Develop Proper Key Performance Indicators (KPIs) for each Job Role | f) | Conduct Meaningful Performance Appraisals/Give Meaningful Reviews and Improvement Plans |

## TRAINING FEES & DISCOUNTS

**UGX 400,000** per participant. This will cover Training, Certificate, follow-up and 3 months handholding and technical support.

**FOR EVERY 3 NOMINEES, a 10% DISCOUNT will be given**

## PAYMENT DETAIL

**A/C Name: Ne Cro Consult Ltd**

**A/C No: 1001201415770**

**Bank Name: Equity Bank**

**Bank Branch: Oasis Mall**

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