MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Supervisors and Managers

Performance Management & Rewarding System

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD3027	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

The Performance Management & Rewarding System course offered by Magna Skills is designed to provide participants with a comprehensive understanding of the key principles, strategies, and best practices in effectively managing and rewarding employee performance. Participants will explore the critical link between performance management and organizational success, gaining insights into designing and implementing rewarding systems that align with business goals.

Through interactive sessions, case studies, and practical exercises, participants will acquire the knowledge and skills needed to enhance employee performance, motivation, and overall organizational performance.

Course Outcomes

1. **Understand the Fundamentals of Performance Management:**
   - Define performance management and its significance in organizational success.
   - Explore the key components of an effective performance management system.
2.

Aligning Performance with Organizational Goals:

- Learn how to align individual and team performance with organizational objectives.
- Explore strategies for setting clear and measurable performance expectations.

3. **Effective Performance Appraisal Techniques:**
   - Examine various performance appraisal methods and tools.
   - Develop skills in conducting fair and constructive performance feedback sessions.
4. **Designing and Implementing Rewarding Systems:**
   - Understand the importance of rewarding systems in motivating employees.
   - Explore different types of rewards, including financial and non-financial incentives.
5. **Employee Recognition and Appreciation:**
   - Learn techniques for recognizing and appreciating employee contributions.
   - Understand the impact of positive reinforcement on employee morale and engagement.
6. **Addressing Performance Challenges:**
   - Identify common performance challenges and learn strategies for improvement.
   - Explore the role of coaching and mentoring in enhancing employee performance.
7. **Linking Performance to Career Development:**
   - Understand how performance management contributes to career development.
   - Explore methods for creating individual development plans to support employee growth.
8. **Legal and Ethical Considerations:**
   - Gain insights into legal and ethical considerations in performance management.
   - Understand the importance of fairness and equity in rewarding systems.

Course Outline / Curriculum

Module 1: Introduction to Performance Management

- Definition and importance of performance management
- The role of performance management in organizational success
- Key components of an effective performance management system

Module 2: Aligning Performance with Organizational Goals

- Setting clear and measurable performance expectations
- Linking individual and team performance to organizational objectives
- Strategies for goal alignment

Module 3: Effective Performance Appraisal Techniques

- Various performance appraisal methods and tools
- Conducting fair and constructive performance feedback sessions
- Handling performance discussions and evaluations

Module 4: Designing and Implementing Rewarding Systems

- Importance of rewarding systems in employee motivation
- Types of rewards: financial and non-financial incentives
- Designing and implementing effective rewarding systems

Module 5: Employee Recognition and Appreciation

- Techniques for recognizing and appreciating employee contributions
- Positive reinforcement and its impact on employee morale
- Building a culture of appreciation

Module 6: Addressing Performance Challenges

- Identifying common performance challenges
- Strategies for improving performance
- The role of coaching and mentoring in performance improvement

Module 7: Linking Performance to Career Development

- Contribution of performance management to career development
- Creating individual development plans
- Supporting employee growth through performance management

Module 8: Legal and Ethical Considerations

- Legal considerations in performance management
- Ethical considerations in designing rewarding systems
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Ensuring fairness and equity in performance management

This course is suitable for HR professionals, managers, team leaders, and anyone involved in designing, implementing, or managing performance management and rewarding systems within an organization. Participants will gain practical skills and knowledge that can be applied immediately to enhance organizational performance and employee engagement.

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Performance Management & Rewarding System
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____