

2021



Be Professionally Equipped

Creating High Performing Teams through Performance Management

3 Day Course

11-13 August 2021



SAQA ID – 11473, NQF LEVEL: 4, CREDITS: 8



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Introduction

Your journey towards mastering leadership continues with getting to the nitty-gritty of how well you and your team are performing and whether each team member is up to scratch in delivering on their assigned tasks. You want to know if there are any misunderstandings, incidents involving miscommunication or problems with specific team members that could create project inefficiencies. You also want to know whether anyone is pulling more than their fair share of the weight.

How do you establish whether you and your team are performing to the required standards? You will find that the material covered in this course might be just what you were looking for since, from the outset you will learn how to effectively formulate a development plan and set realistic performance goals and measures that will help to keep everything and everyone on track. You will also learn to master the art of monitoring and evaluating performance against assigned objectives and do this in such a way that your team stays the course

Get top performance from your team when you enrol now on RTC's Creating High Performing Teams through Performance Management course. RTC offers leadership skills training, management training programmes and leadership and management courses. RTC offers business training programmes across South Africa.

Programme Outcomes

- Formulate development plans.
- Set realistic and achievable goals and measures.
- Monitor and evaluate performance against assigned objectives.
- Leverage your individual leadership style.
- Apply the management functions of Planning Organising Leading and Controlling.
- Motivating a team.
- Recognise the importance of trust.



ACCREDITED



ACCREDITED



Course Outline

- Setting performance goals that are measurable, clear, achievable and aligned to individual career paths, organizational objectives and legislative requirements
- Setting performance goals that are in line with legislative requirements including the Skills Development Act and the Employment Equity Act.
- Quantify performance measures to facilitate performance evaluation.
- Undertake appropriate actions to obtain agreement from relevant parties in terms of identified performance goals and measures.
- Formulate plans in a clear manner in terms of specific improvement actions, time frames and accountability.
- Formulate plans that are focused on competencies needed to achieve performance goals of the individual, the department and the organization.
- Take appropriate facilitation actions to obtain agreement on development plans from relevant parties.
- Monitor and evaluate performance using performance evaluation techniques that are valid, current and sufficient.
- Align performance goals and measures with organizational and industry practices and values.
- Monitor and assess performance against performance goals on an ongoing basis.
- Record progress and update records as part of the performance management process.
- Analyse performance records to identify performance variations and compile appropriate action plans.
- Provide feedback to address competence gaps and poor performance, recognize good performance and revise performance goals.
- Provide feedback that is constructive, tactful, honest and respectful and is focused solely in performance.

BUSINESS AND REPORT WRITING SKILLS PROGRAM

	ID	UNIT STANDARD TITLE	NEW LEVEL	CREDITS	DURATION
Fundamental	11473	Manage individual and team performance	NQF 4	08	3 Days

Target Audience

Target Audience: This course is aimed at supervisors, team leaders and junior managers who manage a team.

Programme level: The level of the Programme is at NQF Level 04

Minimum Qualifying Criteria: Communication at NQF Level 2, Computer Literacy and Mathematical Literacy at NQF level 3

Duration

Programme Duration: Between two (2) and three (3) Days | between three (3) and (2) Days –POE Based.

Pre-Assessment: Pre-assessment of proposed learners is undertaken to identify current qualifications and experience.

Contact Training Sessions: Between three (1) and Five (5) Days for comprehensive training.

Qualification Alignment

Qualification: SAQA ID 57824– Further Education and Training

Certificate: Public Administration (NQF 4): ACCREDITED



Training Methodology

The Programme is facilitated by competent subject matter specialist/s, which utilizes the following techniques to ensure that the session is practical and experiential: Discussion; Role Plays; Exercises & Case Studies; Videos/DVDs; and Formative Assessments.

To facilitate this process, we offer: {between three (3) and 2 Days – POE Based}

- **Coaching Support:** The Ratomac appointed assessor and project coordinator are available to the learners for telephonic support and coaching while learners compile their POE's. Additional coaching support will be scheduled, as required, to assist with the building of POE's.
- **Credits:** Learners exiting this qualification before completion, retain the credits for Unit Standards successfully completed. Learners can build their credits by attending skills programmes aligned to the Qualification **57824– Further Education and Training Certificate: Public Administration (NQF 4): ACCREDITED**

COURSE FEES – R5 200.00 PER PERSON (1 PERSON)

Contact Us

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