NIPAM
NAMIBIA INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT

PERFORMANCE MANAGEMENT

The purpose of this course is to provide participants with tools that would guide them in managing performance in the public service. This module will focus on performance agreements and performance reporting in the context of performance management in the Namibian Public Service. The effectiveness of the public service depends on the capacity of its human resources in terms of performance management. An effective performance management depends on proper planning at all levels and reporting as a way to monitor performance and that provide opportunity for coaching and mentoring during performance review meetzings. In addition, issues regarding disputes and appeals resulting from appraisal are clarified in line with the PMS Policy of the Namibian Public Service, 2011 and the Public Service Staff Rules E VI.

Venue:	Windhoek, NIPAM Campus
Duration:	Five (5) Days

COURSE LEARNING OUTCOMES

- Explain how performance agreement fits in the Performance Management System (PMS) framework.
- Develop Performance Agreements and Personal Development Plans (PDPs) for staff members at all levels in the public service.
- Conduct 'One on One' (performance review meeting).
- Compile performance reports both quarterly and annual reports.
- Handle disputes and difficult people (staff) professionally.

WHO SHOULD ATTEND?

The purpose of this course is to equip all staff members in the Namibian Public Sector with the necessary knowledge and skills to be able to develop performance agreements (PA) and compile performance reports.

COURSE CONTENT

- PMS Framework and Performance Agreement;
- Performance Agreements and Personal Development Plans;
- Performance Reporting; and
- Handling disputes and difficult people (staff).

For enquiries please contact:
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