

Performance Management in Leadership: How to be an Effective Leader?

Do you know the method on how to boost your leadership effectiveness?

Do you know good leadership is needed to design a good performance management ecosystem?

Introduction

Performance management is more than just annual reviews or setting targets. It's a continuous process of communication between leaders and their teams to clarify responsibilities, priorities, and expectations. At its core, it's about creating mutual understanding so that both supervisors and employees are aligned on what success looks like.

Effective performance management values employee growth and development. It relies on regular feedback, open dialogue, and teamwork to help individuals perform at their best. By focusing on clear goals and consistent support, leaders can improve job performance while encouraging their teams to build new skills.

In practice, this means defining roles, setting measurable standards, documenting progress, and having honest conversations about performance. When done well, performance management not only boosts individual achievement but also strengthens the organisation as a whole.

Program Objectives

This program aims to:

- Enable leaders to communicate the performance of their subordinates
- Use coaching as a process to gain a performance contract with their subordinates

Learning Outcomes

After completing this training, participants shall be able to:

- Mutually discuss objective and clarify expectations effectively for precision achievement
- Apply the right situational leadership styles for different levels of subordinates
- Apply the right coaching behaviours and take specific action plans to ensure success in subordinates' performance

Who should attend?

CEO, Senior Managers, Team Leaders, or anyone who is interested in developing leadership skills in their lives.

Methodology

Case studies, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am– 10.30am	<p>Evaluating Expectation as Key of Performance Management</p> <p>It is essential to assess subordinates’ strengths and weaknesses to design an impactful performance management plan. In this module, the participant would understand subordinates’ developmental plan and the performance standard. Techniques such as document review, qualitative interview and quantitative interview would be shared in this module.</p>
10.30am-11.00am	<p>Break and Networking</p>
11.00am-1.00pm	<p>Performance Goal Identification</p> <p>A leader must always be compassionate. In this module, the participants would learn how to understand and set the organisational goals, determine work-unit accomplishments, and then the participants would determine individual accomplishments to support work unit goals.</p>
1.00pm-2.00pm	<p>Lunch Break and Networking</p>
2.00pm-3.30pm	<p>How to Create a Performance Plan</p> <p>The participants need to analyse the job procedure, identify the skills that are needed in each procedure. A leader must be able to identify the best performance and identify the best method to achieve efficiency and effectiveness. By the end of this module, the participants would be able to create a performance plan.</p>
3.30pm-4.00pm	<p>Break and Networking</p>
4.00pm-5.00pm	<p>Assessing Performance & Capability</p> <p>In this module, the participants would learn how to conduct a performance review, performance analysis and the gap/cause analysis. A leader must lead the team to identify the gap that is agreeable by</p>

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	everyone in the organisation.
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Time	Day Two
9.00am– 10.30am	<p>Performance Improvement Coaching</p> <p>A leader must be able to provide the right feedback at the right time. Hence, this module will equip the participants with good coaching skills so they can perform this task. In addition, the participants would be trained with acute listening skills to ensure the performance improvement coach is conducted effectively.</p>
10.30am-11.00am	Break and Networking
11.00am-1.00pm	<p>Asking the Right Questions as Performance Management</p> <p>In this module, the participant would master the art of asking powerful questions. The questions must be the focus and direction so that the factors influencing performance can be identified. In addition, the participants would learn the observation skills to get the reliable and valid gap in performance management.</p>
1.00pm-2.00pm	Lunch Break and Networking
2.00pm-3.30pm	<p>Introducing Situational Leadership</p> <p>In this module, the participant would be familiarising the Situational Leadership Model. The participants are reminded that the leader of an organisation must adjust his style to fit the development level of the followers he is trying to influence. Hence, the participants are equipped with the leadership skills to handle performance management in the organisation.</p>
3.30pm-4.00pm	Break and Networking
4.00pm-5.00pm	<p>Situational Leadership in Performance Management</p> <p>In this practical session, the participants need to apply situational leadership styles in performance management. The participants need to prepare an action plan to address the performance management that nurtures more leaders in the organisation.</p>