

# TANZANIA LABOUR GUIDE

## PHYSICAL INTERACTIVE WORKSHOP

### On Practical Aspects of Performance Management in Employment Relationship

#### COURSE CONTENT

##### Objective

- To assist the participants in the proper recruitment of desirable candidate
- To assist the participants in setting up required job descriptions and KPI's
- To assist the participants on how to participate in PIP's
- To make sure a participant can terminate an employee on poor performance reasons as per the labour laws
- To assist participants on how to appraise performance vs position

#### 1. Performance-based engagement of an employee: Probationary employees

- Module 1. Rules of engagement: Types of Contract
- Module 2. Probation terms of engagement
- Module 3. Drafting Probation contracts

#### 2. Establishment of Performance standards (KPIs)

- Module 1. Background of Key Performance Indicator
- Module 2. What is KPI's
- Module 3. Importance of KPIs to the organization
- Module 4. How to set Job KPI's
- Module 5. Weakness of KPI's

#### 3. Performance assessment and reviews

- Module 1. Background of Performance Management
- Module 2. Performance Management vs Performance Evaluation
- Module 3. Procedures for Managing employee performance
- Module 4. Importance of performance management

#### **4. Termination of employment for poor performance**

- Module 1. Termination of capacity
- Module 2. Procedure for termination on poor performance

#### **5. Business Team Model: Performance-based team creation: People vs Position**

- Module 1. People: Personality, Attitudes and Behaviors of Employees
- Module 2. Activity: Personality Test
- Module 3. Position: Major Business Position: Marketing, Sales, Operations and Finances
- Module 4. Activity: Performance management assessment

