

## EMPLOYEE PERFORMANCE MANAGEMENT

**UNIT CODE:** 0413 451 15A

**TVET CDACC UNIT CODE:** BUS/CU/HRM/CR/04/5/MA

**Duration of Unit: 160 Hours**

**Relationship to Occupational Standards:** This unit addresses the Unit of Competency:

Coordinate Employee Performance Management.

### UNIT DESCRIPTION:

This unit specifies the competencies required to coordinate performance management. It involves coordinating development of organizational work plan, coordinating performance evaluation and coordinating performance appraisal.

### Summary of Learning Outcomes

|   | ELEMENTS                                           | DURATION (HOURS) |
|---|----------------------------------------------------|------------------|
| 1 | Coordinate Development of Organizational Work Plan | 27               |
| 2 | Coordinate Performance Evaluation                  | 53               |
| 3 | Coordinate Performance Appraisal                   | 80               |
|   | <b>Total</b>                                       | <b>160</b>       |

### Learning Outcomes, Content and Suggested Assessment Methods

| Learning Outcome                                      | Content                                                                                    | Suggested Assessment Methods                                                                                                                                                              |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Coordinate Development of Organizational Work Plan | 1.1 Departmental objectives<br>1.2 Setting individual targets<br>1.3 Resources requirement | <ul style="list-style-type: none"><li>• Practical assessment</li><li>• Written assessment</li><li>• Portfolio of Evidence</li><li>• Third party report</li><li>• Oral questions</li></ul> |

| <b>Learning Outcome</b>              | <b>Content</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Suggested Assessment Methods</b>                                                                                                                                                             |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Coordinate Performance Evaluation | 2.1 Monitoring individual performance<br>2.2 Evaluation of performance target<br>2.2.1 Job classification<br>2.2.2 Factor comparison<br>2.2.3 Job ranking<br>2.2.4 Market pricing<br>2.2.5 Paired comparison ranking<br>2.2.6 Analytical matching<br>2.3 Performance evaluation report                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Practical assessment</li> <li>• Written assessment</li> <li>• Portfolio of Evidence</li> <li>• Third party report</li> <li>• Oral questions</li> </ul> |
| 3. Coordinate Performance Appraisal  | 1.1 Methods of performance appraisal<br>1.1.1 Management by Objectives<br>1.1.2 Rating method<br>1.1.3 360-degree feedback<br>1.1.4 Critical incident appraisal<br>1.1.5 Work standards approach<br>1.1.6 Ranking method<br>1.1.7 Open- ended method<br>1.1.8 Essay appraisal<br>1.2 Performance appraisal process<br>1.3 Performance appraisal feedback<br>1.4 Motivation, sanction and interventions<br>1.5 limitations of performance appraisal | <ul style="list-style-type: none"> <li>• Practical assessment</li> <li>• Written assessment</li> <li>• Portfolio of Evidence</li> <li>• Third party report</li> <li>• Oral questions</li> </ul> |

| Learning Outcome | Content                                                                                                                                                                             | Suggested Assessment Methods |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
|                  | 1.6 Employee performance improvement strategies<br>1.6.1 Coaching<br>1.6.2 Mentoring<br>1.6.3 Training<br>1.6.4 Recognition<br>1.6.5 Collaboration and teamwork<br>1.7 Goal setting |                              |

#### Suggested Methods of Delivery

- Demonstration
- Practical work by trainees
- Group discussions
- Role play
- Case study
- Assignments

#### Recommended Resources for 30 Trainees

| S/No.    | Category/Item             | Description/Specifications | Quantity | Recommended Ratio(Item: Trainee) |
|----------|---------------------------|----------------------------|----------|----------------------------------|
| <b>A</b> | <b>Learning Materials</b> |                            |          |                                  |
| 1.       | Textbooks                 |                            | 5 pcs    | 1:6                              |
| 2.       | PowerPoint presentations  | For trainer's use          |          |                                  |
| 3.       | Projector                 |                            | 1        | 1:30                             |
| 4.       | Whiteboard                |                            | 1        | 1:30                             |
| 5.       | Report writing templates  |                            |          |                                  |

|          |                                                 |                                                                                                                         |          |       |
|----------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------|-------|
| 6.       | Rolls flip charts                               |                                                                                                                         | 1        | 1:30  |
| 7.       | Assorted color of whiteboard markers            | For trainers Use                                                                                                        |          |       |
| <b>B</b> | <b>Learning Facilities &amp; infrastructure</b> |                                                                                                                         |          |       |
| 1.       | Lecture/theory room                             |                                                                                                                         | 1        | 1:30  |
| 2.       | Computer Laboratory                             |                                                                                                                         | 1        | 1:30  |
| <b>C</b> | <b>Consumable materials</b>                     |                                                                                                                         |          |       |
| 1.       | Assorted whiteboard markers                     |                                                                                                                         | 30       | 1:1   |
| 2.       | Internet connection                             |                                                                                                                         | 200 mbps | -     |
| 3.       | Antivirus Software                              |                                                                                                                         |          | -     |
| 4.       | Printing Papers                                 |                                                                                                                         | Enough   | -     |
| 5.       | External storage media                          |                                                                                                                         | 1 tb     | -     |
| <b>D</b> | <b>Tools and Equipment</b>                      |                                                                                                                         |          |       |
| 1.       | Printers                                        |                                                                                                                         | 2 pcs    | 2:30  |
| 2.       | Computers                                       | With Windows /Linux/Macintosh Operating System, Microsoft Office Software, Google Workspace Account, Antivirus Software | 30pcs    | 1:1   |
| 3.       | Mobile phones                                   |                                                                                                                         | 10       | 10:30 |

### References

1. Textbooks
2. E-learning resources
3. HRM Journals
4. Magazines

## **MODULE III**