

PERFORMANCE IMPROVEMENT



The prime purpose of the course is to enlighten and introduce participants on the nature of proper conduct in the performance of the work in order to meet the demands of the organization. This course gives information about the proper conduct of the work that will make the people in the organization work effectively. Performance Improvement will assist the employees to shape their behavior to meet the expectations of the organization.

Learning Objectives

- Understand the meaning of performance Improvement
- Appreciate the importance of performing well
- Gain insight as to what should be done to people who are not performing well.
- Understand the right things and wrong things in the organization
- Describe the right procedures to increase productivity

Who should attend?

The module targets accounts officers, purchasing officers, marketing officers, department heads, senior supervisors, managers and others who need to develop or sharpen their managerial skills.

Modes of delivery

The module shall be delivered by way of:

- Lectures
- Demonstrations
- Group presentations
- Case studies
- Assignments

Each training group will have their training resources tailor made to meet their specific training requirements. The delivery method will be adjusted accordingly.