



**Committed to the Advancement of Knowledge**

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## WORKSHOP ANNOUNCEMENT

# Fundamentals of People and Performance Management

Venue and Date: Nairobi, 23-27 February 2009

Registration Deadline: 15 April 2009

- Cost : US\$ 650. The first 10 participants for 2008 courses are eligible for discounts of between 15 and 40%. Covering Tuition, lunches, teas, facilitation & materials. Participants pay for transport, dinners, accommodation and incidentals. Local participants for 2009 Courses are eligible for discounts of between 10-15%.
- Other Dates : Lilongwe, 24-28 August 2009

### a) Summary

Has the management of people a responsibility that has been thrust upon you? Have you been thrown into the deep end? This is the situation where most line Managers, Project Managers, Section Heads, Business Executives or Programme Managers find themselves in – with people to manage and only their experience to depend on to navigate through a potentially explosive arena. In a highly competitive environment – whether in business, public, or charity work – high productivity is of utmost importance for the survival of the organization. High productivity cannot occur if those tasked with managing staff have no idea how to go about it. This training will equip you with the latest management skills that you require to manage not only people, but also their performance.

### b) Participants

All those interested in strengthening their skills and knowledge in management .

### c) What you will get from this Workshop

- An understanding of key concepts in management of people and performance and the linkages between the two

- Appreciation of the place of good people and performance management systems in increasing organizational productivity.

d) Course Overview

- Understand the principles of management
- Conducting appraisals
- Getting and managing talent
- Understanding and up-holding the psychological contract
- Managing diversity at the workplace
- Monitoring and controlling team performance
- Responding to HIV and AIDS in the Workplace
- Effective Appraisal systems
- Managing your manager
- Presentation skills
- Coaching skills
- Providing, and receiving feedback
- Dealing with issues of gender-based violence and sexual harassment

e) Methodology

We combine case studies, practical experience and a deep understanding of the subject to inspire our participants to achieve desired results in their organisations.

Contact us:

E-mail : [admin@shimainstitute.org](mailto:admin@shimainstitute.org)

Tel : +254 20 2148906

To down-load the Application form, please go to <http://www.shimainstitute.org/courses>

We help our participants and the organizations we work with to explore ideologies, perspectives, suppositions, viewpoints, etc. Through this, we hope to inspire positive action for socio-economic development