



NIPAM
NAMIBIA INSTITUTE OF PUBLIC
ADMINISTRATION AND MANAGEMENT

SHORT COURSE

Performance Management

NIPAM



Performance Management

The purpose of this course is to provide participants with tools that would guide them in managing performance in the public service. This module will focus on performance agreements and performance reporting in the context of performance management in the Namibian Public Service.

The effectiveness of the public service depends on the capacity of its human resources in terms of performance management. An effective performance management depends on proper planning at all levels and reporting as a way to monitor performance and that provide opportunity for coaching and mentoring during performance review meetings. In addition, issues regarding disputes and appeals resulting from appraisal are clarified in line with the PMS Policy of the Namibian Public Service, 2011 and the Public Service Staff Rules E VI.

Course Learning Outcomes


By the end of the course, participants should be able to:

- Explain how performance agreement fits in the Performance Management System (PMS) framework;
- Develop Performance Agreements and Personal Development Plans (PDPs) for staff members at all levels in the public service;
- Conduct 'One on One' (performance review meeting);
- Compile performance reports both quarterly and annual reports; and
- Handle disputes and difficult people (staff) professionally

Course Content

The purpose of this course is to equip all staff members in the Namibian Public Sector with the necessary knowledge and skills to be able to develop performance agreements (PA) and compile performance reports.

The content covered are as follows:

- PMS Framework and Performance Agreement;
 - Performance Agreements and Personal Development Plans;
 - Performance Reporting; and
 - Handling disputes and difficult people (staff).
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Dates

5- 9 March 2018

Venue

NIPAM Campus, Windhoek, Khomas Region, Namibia

Who should attend

This module targets all staff members in the Namibian public service. This include: Permanent Secretaries, Under-Secretaries, Directors, Deputy Directors, supervisors and all operational staff.

Duration

This course is offered on a regular basis at NIPAM through face to face facilitation over a period of two days.

Cost

N\$3,000 per person, which is inclusive of VAT, course material, facilitation and attendance certificates but excludes meals.

Contact Details

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