

****Delegates from Singapore companies can now enjoy the benefits under the *Productivity and Innovation Credit (PIC) Scheme* plus cash bonus under *PIC Bonus!*** Please refer to terms and conditions below.**

Practical Performance Appraisal Management

Building performance excellence at its best

10th - 11th June 2013 • JW Marriott Hotel, Kuala Lumpur, Malaysia

Course Facilitator:



Ms. Beverley Honig
CEO
Honeylight Enterprises P/L

Free Take Away:

A professional set of tools and templates to manage your Performance Appraisals!

Testimonials from Beverley's past and current clients

"I should have done this course years ago, it has already saved me time and money! Now I know how best to provide feedback to my staff and create a win-win situation for everyone!"

~ **Bank Industry**

"Well done Beverley. Talent acquisition is my number one priority but now I have done your course I realise it is also about talent retention. Every manager should attend this if they want to stay ahead of the game."

~ **Oil & Gas Industry**

"This is a must attend course for any executive managing people. It allowed me to manage across a diverse range of cultures and keep my people happy. Happy employees, happy company"

~ **National Bank**

"Until I did this course I thought Performance appraisal was difficult and often skipped it to avoid issues. Now I cant wait for every 6 month appraisal period because I realise its not about confrontation, its about feedback and improvement. Highly recommended to anyone who manages staff"

~ **Gas Division**

"Well done. Your PEAR review program is second to none. It's a sure fire plan to build performance excellence."

~ **Resources Division**

"Great delivery, full of practical live examples, role plays and clear explanations. Loved it and will be sending all my managers on this course"

~ **Banking Industry**

Productivity and Innovation Credit (PIC) Scheme

- All business in Singapore can enjoy up to 400% tax deduction for external training* provided by UNI Strategic Pte Ltd for up to \$ 400,000 for year of assessment 2013. You can enjoy up to 68% of tax savings from attending our trainings which means you only need to pay 1/3 of the course fees
- Alternatively, businesses can opt for a non-taxable cash payout option of 60% of up to \$100,000 for year of assessment 2013 meaning up to a maximum of \$60,000

* This includes both trainings in Singapore and overseas

* Both local and foreign employees are eligible

* Course fees only

PIC Bonus (as announced in Budget 2013)

On top of the existing 400% tax deductions/allowances and/or 60% cash payout ("PIC cash payout") under the PIC scheme, the PIC Bonus gives businesses a dollar-for-dollar matching cash bonus for YAs 2013 to 2015, subject to an overall cap of \$15,000 for all 3 YAs combined. Businesses must incur at least \$5,000 in PIC-qualifying expenditure during the basis period for the YA in which a PIC Bonus is claimed. The PIC Bonus is taxable.

Please refer to <https://www.iras.gov.sg/irasHome/page04.aspx?id=14566> for more info

Key Benefits

- ❖ **UNDERSTAND** the importance of Performance Appraisal
- ❖ **PLAN** for Performance
- ❖ **MONITOR** your employees performance
- ❖ **LEARN** how to meaningfully and reliably assess employees
- ❖ **GAIN INSIGHTS** on the best practice in performance reviewing
- ❖ **DETERMINE** the core competencies in your organization
- ❖ **MANAGE** the appraisal process and build Performance excellence

UNI training courses are thoroughly researched and carefully structured to provide practical and exclusive training applicable to your organisation.

Benefits include:

- Thorough and customised programmes to address current market concerns
- Illustrations of real life case studies
- Comprehensive course documentation
- Strictly limited numbers



Claim up to
12hour CPD
Points

Official Hotel:



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Workshop Overview

Performance appraisals are conducted by many organisations worldwide. There are different emphases placed upon appraisal and these may vary based upon geographical location of the organisation. What does not change however is that appraisals should be meaningful, fair, reliable and valid. Achieving this is a challenge for people given that we are, by nature, influenced by many factors that may be external to an individual's performance when rating them. This course provides delegates with the skills to become more objective in appraisal and to turn the task into a more meaningful and effective process and a formula that works for the individuals being appraised and for the entire organisation.

DAY 1 | 10th June 2013

LEVERAGE THE IMPORTANCE OF PERFORMANCE APPRAISAL

- Review your performance appraisal
- Discuss the purpose and importance of performance appraisal in your organization
- Explore Performance Management across cultures

IMPROVE YOUR PERFORMANCE PLANNING

- Benchmark on your performance planning
- Understand the manager's responsibilities in performance planning
- Understand the employee's responsibilities in performance planning
- Gain insights from the performance-planning meeting
- Incorporate the results and behaviours into your performance planning
- Determine the key job responsibilities
- Leverage goal setting & goal statements in your performance planning

BENCHMARK ON PERFORMANCE EXECUTION

- Leverage the purpose of performance execution in your company
- Focus on the Manager's responsibilities in performance execution
- Discuss about the employee's responsibilities in performance execution
- Learn how to monitor your employee's performance
- Motivate your employee for better performance

DISCOVER BEST PRACTICES IN PERFORMANCE ASSESSMENT

- Benchmark on your performance assessment
- Discuss on Manager's responsibilities in performance assessment
- Identify the employee's responsibilities in performance assessment
- Promote top management responsibilities in performance assessment
- Sustain the reliability and validity in performance assessment
- Explore the Self-appraisal and 360° performance appraisal
- Analyze the performance information received
- Learn how to avoid cultural, gender and other biases in your performance assessment
- Understand the rating scales and rating errors
- Recognize the potential circumstances
- Learn how to write an appraisal report

DAY 2 | 11th June 2013

IMPROVE YOUR MANAGEMENT SKILLS IN PERFORMANCE REVIEW

- Empower the Manager's responsibilities in the performance review
- Grasp the employee's responsibilities in the performance review
- Establish rapport & being empathic
- Learn the best approach to conduct the review
- Incorporate the appropriate interview skills in your performance review
- Explore potential difficult situations such as silence, disagreement, excuses ad more
- Build a plan to establish a successful close

BENCHMARK ON YOUR PERFORMANCE APPRAISAL FORM

- Determine core competencies for each position in the company
- Understand the job analysis of your employees
- Design the performance appraisal to best match your employees
- Incorporate staff ratings and criteria weightings in your appraisals management

LEVERAGE YOUR PERFORMANCE APPRAISAL PROCESS

- Design and establish an effective process for your performance appraisal system
- Discuss the stakeholder expectations and incorporate it in the system
- Explore the potential management training requirements for performance appraisals
- Learn to maintain and monitor your appraisal system

BUILD A CULTURE OF PERFORMANCE EXCELLENCE

- Discover the factors influencing an individual's development
- Create development plans that work best for your employees
- Understand the roles of management and employee in development
- Learn how to manage the employee who does not change
- Identify the gaps between desired and actual performance
- Encourage the agreement within employer and employee to change
- Analyse and documenting change discussions
- Enhance your skills to attend attitude and attendance problem

In-House Training

Cost effective In-house courses, tailored specifically to your organisation's needs, can be arranged at your preferred location and time. If you would like to discuss further, please contact our In-house division at iht@unistrategic.com.

WHO SHOULD ATTEND

CEOs, VPs, MDs, Directors, Division Heads, Senior Managers of:

- ✓ Human Capital
- ✓ Performance Management
- ✓ Compensation & Benefits
- ✓ Division Executive

WHY YOU SHOULD ATTEND

People are your biggest assets. If you look after them, nurture them, invest in them and manage their performance properly, your business success will be assured!

In an age where competition is becoming fiercer, customer expectations greater and sustained competitive advantage more and more challenging, organisations must work to retain and invest in their best people. Talent acquisition and management is your greatest opportunity, and this course helps you appraise your people using best practice methods and techniques.

Feedback is the number one motivator in any organisation, and this workshop will provide you with the mechanism to provide constructive feedback so that your people remain motivated and feel valued. It will also allow them to hone their styles and skills to mould to the needs of their organisation and enjoy personal success which will in turn benefit your company!

The highly practical approach to performance appraisal offers a very powerful and unique training opportunity.

Senior executives are always limited by time, and therefore have to choose very carefully which training courses they will attend. If this is you, then this is a "must not miss" event. It will equip you with the tools and techniques to retain and grow your talent.

Using these methods, your managers and their staff will feel valued and much more satisfied, and you will truly attain outstanding results!

Program Schedule

(Day 1 & Day 2)

08:30	Registration
09:00	Morning Session Begins
10:40 - 11:00	Refreshments & Networking Break
12:45	Luncheon
14:00	Afternoon Session begins
15:30 - 15:50	Refreshments & Networking Break
17:00	Course Ends

PRE-COURSE QUESTIONNAIRE

To ensure that you gain maximum value from this course, a detailed questionnaire will be forwarded to you upon registration to establish your exact training needs and issues of concern. Your completed questionnaire will be analysed by the course trainer prior to the event and addressed during the event. You will receive a comprehensive set of course documentation to enable you to digest the subject matter in your own time.

ABOUT YOUR COURSE FACILITATOR

Beverley Honig BA LLB MBA is the CEO of Honeylight Enterprises P/L, a leading edge business consultancy established in 1996, and an acclaimed business advisor to corporate and governments globally in the field of International business sourcing, performance management, contract management, leadership, negotiations, people management and culture management.

Ms Honig is the acclaimed author of 2 bestselling business books, the first published in 2010 called "Making Contracts Work", and the second text book called "Project Management: The Managerial Process".

She is also an internationally qualified lawyer and a Board Director and Chairman of several public and private companies. She is a part time judge for the Essential Services Commission and a senior lecturer in the University of Melbourne and Queensland University of Technology's Business School for the Australian Department of Defence, one of the largest Government Buyers in Australia.

Performance Management is one of Beverley's specialist subject, and she delivers many courses to corporate clients on how best to manage performance risk through sound Performance Appraisal Systems. Ms Honig has over 23 years' experience in managing Performance Appraisal processes and systems. Her philosophy is that if people feel engaged and their performance is well managed, their companies will reap the benefits through productive and engaged employees who are challenged to do their best work. Culture plays an important role in how Performance is appraised, and this is a topic of great interest to Ms Honig.

Ms Honig is a seasoned strategist and corporate trainer, and has designed and delivered more than 200,000 training courses globally, across Europe, the UK, Asia and the US. She has led reviews and structured management programs in the public and private sector across many industries, underpinned by her senior executive management positions held in companies such as Coles Myer Ltd.

Beverley is also a globally sought after public speaker to countries such as Malaysia, China and Singapore. She has been advising many Asian Companies on cultural management within their companies and with their western counterparts and expats.

Some of Beverley's partial client list includes:

- ✓ BHP Billiton Petroleum
- ✓ Shell
- ✓ BP
- ✓ Chevron Australia
- ✓ National Australia Bank
- ✓ ANZ Bank
- ✓ Santos Limited
- ✓ Woodside
- ✓ Energy Limited
- ✓ Origin Energy
- ✓ Apache Corporation
- ✓ MMG
- ✓ NBN Co
- ✓ Telstra
- ✓ Coles Myer

Ms Honig was nominated Australian Businesswomen of the year, and is the recipient of 3 multi-national trade awards presented by the Prime Minister, in recognition of its outstanding contribution to the forging of international trade links. Beverley is listed in the Who's Who of Australia.