مركز الوقت للتدريب
Time Training Center

# CERTIFIED PERFORMANCE MANAGEMENT PROFESSIONAL COURSE

## Introduction

The Certified Performance Management Professional course offers an in-depth, structured approach to planning, monitoring, and optimizing organizational and individual performance. Designed for professionals involved in strategy execution and workforce performance, this course bridges the gap between strategic objectives and operational results. Participants learn to implement performance frameworks, manage underperformance, and foster a culture of continuous improvement. Whether in the public or private sector, this certification enhances your ability to drive accountability, alignment, and measurable growth.

## Learning Objectives

- Design and implement performance frameworks
- Align KPIs and goals with strategic priorities
- Develop and cascade individual performance plans
- Use dashboards and scorecards for performance tracking
- Conduct performance reviews and manage underperformance
- Foster a high-performance organizational culture

## Course Details

| Mode of Training | Classroom or Online |
|---|---|
| Duration | 5 Days |

## Who Should Attend

- Strategy and performance management professionals
- HR, OD, and organizational excellence practitioners
- Department heads, team leads, and project managers
- Public sector officers and policy implementers
- Business analysts and corporate consultants

## Certificate(s)

Participants who complete a minimum of 80% of the total training hours will receive a **Certificate of Completion** issued by **Time Training Center**. This certificate reflects their active participation and commitment to professional development in the relevant field.

## Course Outline

### Module 1: Performance Management Fundamentals

- Introduction to performance management concepts.
- Understanding the performance management system architecture.
- Exploring the governance and levels of performance management.
- Familiarization with key performance management tools

### Module 2: Performance Management Scenarios

- Application of performance management at various organizational levels: corporate, departmental, and individual.
- Managing performance in different contexts: projects, processes, quality, and customer service.
- Engaging stakeholders: suppliers, joint ventures, boards, and personal performance management.

### Module 3: Data Analysis and Reporting

- Ensuring data quality and integrity.
- Conducting KPI analysis and business analysis techniques.
- Compiling reports and applying data visualization best practices.
  Effective communication of performance reports.

### Module 4: Decision Making and Initiative Management

- Conducting performance review meetings.
- Implementing corrective actions for underperforming KPIs.
- Tracking and managing performance improvement initiatives.

### Module 5: Learning and Improvement

- Establishing a culture of continuous learning and performance enhancement.
- Utilizing feedback mechanisms for ongoing improvement.
- Aligning learning initiatives with performance objectives.

### Module 6: Building a Performance Culture

- Strategies to nurture a performance-oriented organizational culture.
- Engaging employees and stakeholders in performance management processes.
- Sustaining performance improvements over time

## Methodology

We employ a comprehensive and applied learning strategy, integrating theory with real-world implementation:

- ❖ **Conceptual Learning**: Expert-led sessions on catalytic theory and engineering principles
- ❖ **Interactive Workshops**: Group exercises, presentations, and technical discussion forums
- ❖ **Case-Based Learning**: Industry-specific examples and troubleshooting scenarios
- ❖ **Technology Integration**: Digital tools, simulations, and catalyst modeling applications
- ❖ **Assessment**: Pre-tests, post-tests, and Competence Validation Exams for Certified courses to ensure knowledge transfer and skills validation

*Note: Instructors may adjust the training approach to fit technical requirements or participant engagement levels.*

## Instructors

Our instructors are seasoned experts in performance management and strategic HR with over 15 years of experience in public and private sector transformation initiatives. They specialize in developing integrated performance frameworks and facilitating behavioral change for sustainable results. Their sessions are highly practical, combining global best practices with region-specific insights. Detailed trainer profiles will be shared upon request.

## About Time Training Center

Time Training Center is a leading professional training institute in Abu Dhabi that provides students and professionals with quality education and skill development programs. Time Training Center is accredited by the Abu Dhabi Center for Technical Vocational Education & Training (ACTVET) with a specialization in Computer and Management Training programs and certified by QA QC with ISO 9001:2015.

Operating in Abu Dhabi for over 3 decades, Time Training Center has established brand value as a high-quality Management & Technical Training Center in Abu Dhabi. We have also secured strong loyalty from corporate companies and associations with our holistic and practical teaching approach.

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