



## QURTUBA UNIVERSITY

Of Science and Information Technology

D.I Khan, Peshawar Khyber Pakhtunkhwa, Pakistan.

<b>Course Name</b>	<b>Performance Management</b>
<b>Course Code</b>	<b>HRM516</b>
<b>Semester</b>	<b>Sixth</b>
<b>Credit Hours</b>	<b>03</b>
<b>Total Weeks</b>	<b>16/18</b>
<b>Total Hours</b>	<b>48/54</b>
<b>Total Marks</b>	<b>100</b>
<b>Pre-requisite</b>	<b>None</b>

### Course Objectives

This course is about improving employee performance and closing performance gaps, the difference between what people are doing now and what you want them to do. This course helps the students to understand the causes of the real performance problems and implement integrated solution. It deals with reward methods for appraisal and career development.

### Grading Criteria

<b>Distribution</b>	<b>Weight</b>
Quizzes, Assignments, and class participation	10
Mid Term	20
Final Term	70
Total	100

### Recommended Books

- Performance Management: PH Series in Human Resources Management, Das, Hari, Prentice Hall, 2003.

### WEEK WISE BREAKDOWN

<b>Week</b>	<b>Description</b>
<b>1</b>	◇ Introduction to Performance Management.
<b>2 &amp; 3</b>	◇ Performance Management Framework ◇ The Importance of Performance Management
<b>4 &amp; 5</b>	◇ Performance Planning ◇ Organizational Mission ◇ Strategy and Goals
<b>6 &amp; 7</b>	◇ Performance Planning ◇ Process and Employee Performance
<b>8 &amp; 9</b>	◇ Performance Planning ◇ Process and Employee Performance ◇ Performance Facilitation ◇ Rewards and Performance
	<b>Two Assignments + Two Test</b> <b>Mid Term Exam</b>
<b>10</b>	◇ Performance Facilitation ◇ Rewards and Performance
<b>11</b>	◇ Performance Facilitation ◇ Designing Jobs to Enhance Employee Involvement
<b>12 &amp; 13</b>	◇ Performance Facilitation ◇ Designing Jobs to Enhance Employee Involvement continued. ◇ Performance Assessment: Assessing Individual and Team Performance
<b>14</b>	◇ Performance Improvement ◇ Training and Performance Enhancement
<b>15</b>	◇ Performance Improvement ◇ Counseling and Discipline
<b>16</b>	◇ Performance Improvement ◇ Counseling and Discipline ◇ Review of Performance Management Process
	<b>Two Assignments + Two Test+ Presentation</b> <b>Final Term</b>

#### **Learning Outcomes:**

- Develop strategies to manage poor performance
- Use effective communication techniques to empower others.
- Manage high performers who can sometimes cause chaos
- Set appropriate behavioral targets as well as other more quantifiable targets.
- Address poor performance before it spirals & create a culture that fosters high performance and high expectations
- Understand what games people will play to "widen the goalposts".
- Build self-control into performance discussions & use motivational techniques to reach objectives