



INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT ON: PERFORMANCE MANAGEMENT AND APPRAISAL

1.0 Course Overview

An organization can frequently realize performance gains through improved performance management. Appraisal is a key tool for managers to help employees develop their performance. This course is designed for anyone who faces performance challenges in the workplace. These could be with their team members, or with those they manage and appraise. The participants will also learn how to conduct effective performance appraisals for both OPRAS and Balanced Score Card system. At the end of this course, the participants will know how to improve their day-to-day performance and apply practical knowledge, skills and confidence to undertake effective performance appraisal discussions. The course is applicable to people at any level in the organisation.

2.0 Course Contents

Our course is practical oriented. We tailor our courses to reflect the needs of the participants. The content for this course may include many of the topics listed below, and any additional material that the trainers feel is relevant. The content of the course is covered within two weeks in **two phases** but the participant may opt to attend one week in any of the phases as preferred. **Week one** will mostly focus on Effective Performance Management and **week two** Conducting Effective Performance Appraisals.

Week One

- Performance Management Systems
- The Good and the Bad Side of Performance Management
- Performance Contracting
- Balanced Scorecards and OPRAS
- Setting achievable goals and expectations (Reviewing the agreed level of performance)
- Strategies for making Performance Management work well
- Dealing With Difficult Performance Management Issues (Plans and rehearsals)
- Personal Performance Management Take Out = Action Plan

Week Two

- Performance Appraisal Systems
- Open Performance Review and Appraisal System (OPRAS) and its place in the Performance Improvement Model
- Aligning Balanced Scorecards with OPRAS
- The role of appraiser/appraisee
- Effective appraisal meeting
- Giving constructive and motivational feedback
- Appraisal skills – practice and discussion of appraisal issues
- Day-to-Day Performance Management vs. Appraisal Build Up
- Review learning and action planning

3.0 Methodology

Although the course takes place in the classroom, training style is dynamic with a focus on skills practice. Participants get to explore management experiences, as an appraiser or an appraisee, supplemented by best modern practice ideas from the facilitators. The course will be facilitated by dedicated and professional staff from the IAA and the Ministry of Public Service Management and Good Governance.

4.0 Fees

The fee for the two weeks course is **Tsh 1,800,000/=** (One million nine hundred thousand only) to cover for training material, study tour, tea and lunch (Fee for one phase will be Tsh 950,000/=, study tour exclusive). Payment may be in cash, cheques or bankers draft addressed to the Rector, Institute of Accountancy Arusha or directly to our Bank Account **No. 014103007130 NBC**, Arusha Branch.

A discount of up to 20% per participant will be offered to the organization nominating five or more participants.

5.0 Dates & Venue

This course will be conducted at the Institute of Accountancy Arusha – Njiro Hill from **Monday 18th to Friday 29th June, 2018.**

Note: An Organization can request a tailor-made course at designated dates and venue

6.0 Contact Persons

For more details or confirmation, kindly contact the following:

Course Director

Dr Grace Idinga, E-mail: gidinga@iaa.ac.tz; idingag@gmail.com Cell: +255 754045145; +255 786045145

Head of Department–Consultancy & Executive Development

Mr. Papias Njaala, E-Mail pnjaala@iaa.ac.tz Cell: +255784 436286; +255 777236286

Course Administrator

Ms Lilian Minja, E-mail: lminja@iaa.ac.tz Mobile: 0767 214513; 0786111174

We thank you for your cooperation and support, kindly confirm your attendance one week before the commencement of the course for our preparations. Maximum pack is 30.

APPLY TO:

The Rector,
Institute of Accountancy Arusha,
P.O.BOX 2798,
Arusha.
E-Mail: iaa@iaa.ac.tz

NB: If you have a disability or special needs, please inform us in advance