

## Key Components of the Course

### 1. Setting SMART Goals

- a. Instruct employees on crafting goals that are Specific, Measurable, Achievable, Relevant, and Time-bound.
- b. Foster alignment between personal and organizational objectives, providing a clear sense of purpose.

### 2. Performance Metrics Understanding

- a. Explore key performance indicators (KPIs) for employees to grasp their impact on organizational success.
- b. Break down half-yearly milestones, stressing the need for consistent performance.

### 3. Annual Performance Assessments

- a. Guide employees through the annual assessment process, offering insights into evaluations.
- b. Provide strategies for effectively showcasing achievements and areas for improvement.

### 4. Performance Enhancement Plans (PEP)

- a. Introduce PEPs, emphasizing collaboration between employees and managers to address performance gaps.
- b. Focus on constructive feedback and encourage a commitment to continuous improvement.

### 5. Performance Ratings Decoded

- a. Demystify performance ratings, helping employees understand the significance of their scores.
- b. Offer guidance on using feedback for professional development.