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are collaborating whereby

New Horizons (Institute for Work Competencies)

Higher Education Institution licence 2016-015

is awarding an online

Award in

MANAGING PERFORMANCE & COACHING

MQF Level 5 (4 ECTS)

7 July – 1 September 2020



Award in

MANAGING PERFORMANCE & COACHING

DATES

7 July, 14 July, 21 July, 28 July, 4 August, 11 August and 1 September 2020

We reserve the right that dates may change with prior notice.

FEE

€550 per person

Participants can apply for EU funding under the Investing in Skills Scheme and/or Training Pay Scheme managed by JobsPlus and/or under the Get Qualified Scheme managed by the Ministry for Education. Click [here](#) for further info.

TRAINER

Mr Joseph Gerada

DURATION

4 Lectures of 2 hours each and 4 lectures of 3 hours each
Lectures are held from 3.00pm

VENUE

Further information on how to join the virtual course, will be shared with you upon your registration.

For further information

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Joe Gerada
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For registration click [here](#)

course **DESCRIPTION**

Performance management is how an organization integrates a range of processes to create a coherent approach to high-performance strategy. Coaching and dealing effectively with poor performance are corresponding aspects that managers need to be proficient in to sustain long term performance. In this regard the skills to conduct productive meetings, set performance standards, appraise and coach are critical. This course brings all these functions together to support a culture of quality and high performance.

Benefits for the ORGANISATION

Successful organisations tend to have less authority figures as managers and more coaches to enhance the performance of their teams. Yet many managers still feel more at ease with dealing with technical issues and giving directions rather than spending time on managing well-being and performance issues of the staff. In a competitive labour market and especially in a knowledge based economy, organisations need to ensure that managers are able to attract and retain the best talent. This is dependent on managers who are able to integrate well both the technical and the people management elements of their job. The course provides organisations with managers and executives who are able to integrate these two vital aspects of effective leadership.

Benefits for the DELEGATE

This course offers delegates the opportunity to learn and understand how a performance management system works including acquiring the skill to appraise and coach while addressing poor performance with confidence. This course enables the delegates to understand that managers are in pole position in terms of developing talent and abilities of their staff members while appreciating the vital contribution that this function makes to the organisation and its customers.

Mode of TRAINING

The program is conducted by a professional trainer and specialist in Human Resource Management and Development with over 30 years of experience in leading organisations in both the public and private sectors.

The mode of training is interactive with time for discussion and sharing of experience, analysis of work related video clips and an array of exercises that help the delegate discover his or her strengths and weakness. Moreover identify areas for improvement and plan action for change.

Mode of ASSESSMENT

There are no written assignments but a system of recording on a diary and or journal where the delegate reflect and documents the learning made and how he or she applied it in practice at work. The assessment is about helping the individual develop the skills to do things in practice as opposed to know about things. The supervisor or the manager of the delegate shall also have a role in observing the delegate and assist in the learning.

entry **REQUIREMENTS**

Individuals who are already in supervisory or management positions and / or identified for such positions in the course of the next 12 months. They need to have the ability to read and write in the Maltese and / or English languages.

EVENT BOOKING T&Cs policy

Please click [here](#) to view the MEA's Event booking terms and conditions and cancellation policy.

CERTIFICATION

The delegate is required to obtain a 50% overall grade and a 75% attendance in order to qualify for a certificate of achievement by New Horizons. The course is equivalent to 4 ECTS. If any of the conditions are not satisfied, the Board of Studies may consider issuing a certificate of participation to the delegate concerned.

Since the course will consist of intensive sessions with heavy participant involvement and discussion, attendance is limited to a maximum of **eighteen (18)** persons. Applications will be accommodated on a first come first served basis.

We reserve the right to alter the programme due to circumstances beyond our control.

course **STRUCTURE**

20 contact hours – 4 ECTSs

1. Managing Meetings
2. Dealing with Poor Performance
3. Performance Management & Appraisals
4. Coaching Skills

TRAINER

Joseph Gerada

The programme shall be delivered by Joseph Gerada with over 30 years of work experience in leading public and private organisations in Malta. He is a freelance management consultant specialising in people management issues, re-structuring, recruitment, training and mediation.

He holds a Master degree in Mediation for Conflict Resolution from the Institut Universitaire Kurt Bosh Switzerland, a diploma in Applied Social Studies from the University of Malta and is trained in management and leadership from Cranfield University UK and the School of Management of the University of Singapore. He is a fellow member of the Chartered Institute for People Development UK and an Accredited Management Trainer.

ORGANISATION

The program is being administered by the Malta Employers' Association while delivered and awarded by New Horizons (Institute for Work Competencies). The Malta Employers' Association is licensed as a Higher Education Institution (License No.: 2017-001) by The National Commission for Further & Higher Education.