Elevora
Global Training

COURSE BROCHURE

Performance Management and KPIs

Human Resources

Most demanded

Code	Duration	Formats	Language	Certificate
HR-105	5 or 10 days	Classroom, live online, in-house, blended	English or Arabic	Certificate of completion

A practical human resources course covering performance management cycles, setting SMART goals and KPIs and running effective appraisals. Run as a 5-day core or 10-day extended programme, in 16 cities, live online or in-house, and fully customisable for your team.

About this course

Performance Management and KPIs gives delegates a structured, practical understanding of performance management cycles and setting SMART goals and KPIs, then builds the skills to apply running effective appraisals, continuous feedback and coaching and managing underperformance fairly in real work. Sessions are led by practitioners with at least 15 years in the field.

What you will learn

- Performance management cycles
- Setting SMART goals and KPIs
- Running effective appraisals
- Continuous feedback and coaching
- Managing underperformance fairly

Who should attend

HR managers, business partners, talent and L&D specialists, and line managers who lead people.

5-day course outline

Day 1	**Performance management cycles**	Concepts, standards and terminology, with a diagnostic exercise to baseline the group.
Day 2	**Setting SMART goals and KPIs**	Methods and tools explained step by step, with worked examples from real operations.
Day 3	**Running effective appraisals**	Hands-on practice in small groups using realistic data, cases and templates.
Day 4	**Continuous feedback and coaching**	Case studies of successes and failures, and how to apply the lessons in your organisation.
Day 5	**Managing underperformance fairly**	Integration exercise, final knowledge check and a personal action plan.

10-day extended programme

Includes the full 5-day outline, plus a second week of applied work:

Day 6	**Applied workshop: Performance management cycles** — Deeper practice with your own data or site examples.
Day 7	**Applied workshop: Setting SMART goals and KPIs and running effective appraisals** — Group exercises that combine methods from week one.
Day 8	**Field case study: Continuous feedback and coaching** — A detailed industry case worked through from start to finish.
Day 9	**Advanced practice: Managing underperformance fairly** — Tools, templates and checklists to take back to work.
Day 10	**Assessed project and presentation** — Each delegate presents an improvement plan and completes the final assessment.

Upcoming classroom dates

More dates, cities and live online sessions on request.

Dates	City	Length	Fee per delegate
2 Nov 2026 to 6 Nov 2026	Istanbul	5 days	**$2,450**
21 Dec 2026 to 1 Jan 2027	London	10 days	**$6,250**
11 Jan 2027 to 22 Jan 2027	London	10 days	**$6,250**
15 Feb 2027 to 19 Feb 2027	Barcelona	5 days	**$3,450**
15 Mar 2027 to 19 Mar 2027	Amsterdam	5 days	**$3,450**

Fees per delegate (2026 to 2027)

Format	5 days	10 days
Classroom: Dubai, Istanbul, Cairo, Kuala Lumpur	**$2,450**	**$4,450**
Classroom: London, Europe, Singapore	**$3,450**	**$6,250**
Live online	**$1,450**	**$2,650**
In-house, group of up to 15	**From $12,900**	**From $23,500**

Classroom fees include tuition, materials, lunch and refreshments, and a certificate. 10% group saving for 3 delegates, 15% for 5 or more.

Tailored to your team

Change the level, language, length (1 to 20 days) and format, add topics from other courses or entirely new topics, and include your own case studies, site visits or exam preparation. Build it online for an instant indicative fee.

Register or request an in-house proposal

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