**University of Management and Technology**

**Course Outline**

Course code: **ED637**

Course title: **Performance Management**

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| Program | **MPhil ELM** |
| Credit Hours | **3+0** |
| Duration | **One Semester** |
| Prerequisites | **ED666: Quality Assurance in Education** |
| Resource Person | **Dr. Farah Naz** |
| Counseling Timing | **Monday to Saturday 2 pm to 5 pm** |
| Contact | **Mobile No: 03008499245****Email: Farah.naz@umt.edu.pk** |

**Resource Person’s Signature …………………….**

**Chairman/Director signature………………………………….**

**Dean’s signature……………………………**

**Date………………………………………….**

**Learning Objective:**

**ED637: Performance Management**

**Objectives:**

The goal of this course is;

* To effectively implement and manage a Performance Management System in support of the strategic goals of the organization.
* Gain a working knowledge of performance management systems.
* Gain an enhanced ability to communicate effectively on issues relating to performance management.
* Learn appropriate terminologies and practices regarding performance management.
* Learn effective techniques for conducting an effective performance appraisal, and ways to coach members of management

**Syllabus:**

This course is designed to assist education professionals and managers in giving effective performance appraisals that help motivate employees to achieve higher productivity. Several key topics are covered, including how to: (1) establish performance criteria; (2) use various appraisal formats; (3) conduct a meaningful performance discussion; (4) initiate on- going coaching; (5) avoid common mistakes that are made by managers in evaluating their employees; and (6) encourage employees to prepare for a performance discussion.

Performance appraisals often raise the anxiety levels of both managers and employees alike. Thus, special emphasis will be placed on how to prepare for and conduct performance discussions that are objective, complete, and defensible. Students will share experiences and participate in various exercises to ensure that they fully understand ways to get the best possible performance from employees

**Learning Methodology:**

* Lectures as provided in the Weekly Semester Activities
* Assignments related to the studied topics
* Case Studies inside and outside Pakistan
* Presentation on allocated topics
* Discussion with experts
* Quizzes after 2 sessions
* Role Play
* Debates
* Videos
* Scenarios

**Grade Evaluation Criteria**

Following is the criteria for the distribution of marks to evaluate final grade in a semester.

 **Marks Evaluation Marks in percentage** Quizzes 5% Assignments 10%

 Mid Term 20%

 Term Paper 15%

 Final exam 50%

 Total 100%

**Recommended Text Books:**

* Performance Management in Education: Improving Practices
* Performance Management for School Improvement: A Practical Guide for Secondary Schools

**Reference Books:**

* Essential Supervisory Skills
* Performance Management
* Supervision for Self-Assessment
* Managing Teacher Appraisal and Performance: A Comparative Approach

**Calendar of Course contents to be covered during Spring Semester 2021**

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| **Week** | **Course Contents** | **Reference Chapter(s)** |
| 1 | * One-to-one introduction
* Course Introduction
* Setting up of Norms
* Dividing the class into Groups
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| 2 | * Managing performance: Do teachers matter?
* Motivation theory
* Performance management
 | **Performance Management: Overview** |
| 3 | * Managing underperformance
* Recruitment and Retention
* Retaining excellent staff
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| 4 & 5 | * Effective Staff Deployment
* Effective Teacher Appraisal
* The appraisal cycle
 | **Performance Management: Focused** |
| 6 | * Use of teachers' standards
* Reviewing performance
* Developing High Performing People and Teams
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| 7 & 8 | * Managing Underperformance
* Managing Staff wellbeing and Safety
* Managing Performance: the leadership challenge
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| 9 & 10 | * Leadership of behavior
* Behavior management
* Behavior management and school improvement
 | **Managing Behavior** |
| 11 & 12 | * Roles and responsibilities
* Setting high standards
* Improving behavior
* Achieving high standards
 | **Managing Pupil Welfare** |
| 13 & 14 | * Dealing with bullying
* Promoting high levels of attendance
* Ensuring Students safety
* Leading behavior
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| 15 | * Overview of the course
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