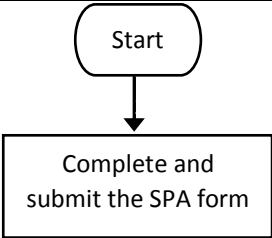
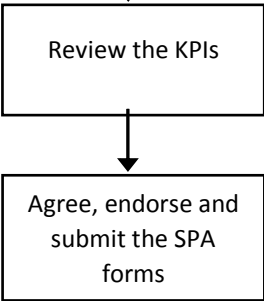
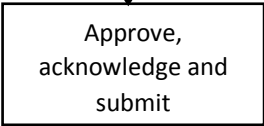
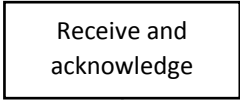
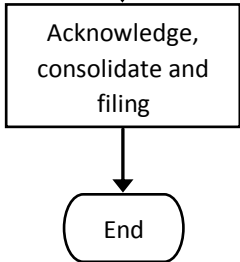

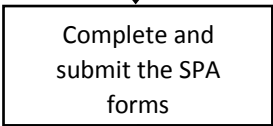
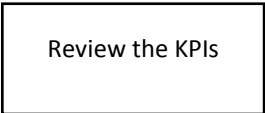
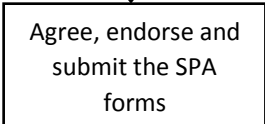
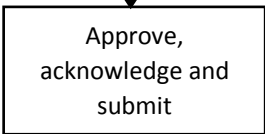
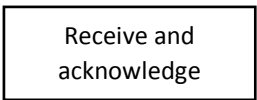
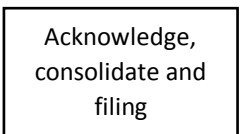
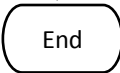


RESPONSIBILITIES	FLOWCHART KPI PLANNING	REFERENCE
HOD	<pre> graph TD Start([Start]) --> Plan[Plan and identify on specific KPIs] Plan --> Cascade[Cascade down the KPI to staff] Cascade --> Staff[Prepare the KPI and submit] Staff --> Review[Review, endorse and submit] Review --> Approve[Approve and submit] Approve --> ReceiveGHCD[Receive and acknowledge] ReceiveGHCD --> ReceivePM[Receive and consolidate] ReceivePM --> End([End]) </pre> <p>The flowchart for KPI Planning is a vertical sequence of steps. It begins with a 'Start' terminal, followed by 'Plan and identify on specific KPIs', 'Cascade down the KPI to staff', 'Prepare the KPI and submit', 'Review, endorse and submit', 'Approve and submit', 'Receive and acknowledge', 'Receive and consolidate', and ends with an 'End' terminal. The steps are distributed across six rows of the table, with some rows containing multiple steps.</p>	<p>6.4</p> <p>6.5</p>
STAFF	<p>Prepare the KPI and submit</p>	6.6
IMMEDIATE SUPERIOR	<p>Review, endorse and submit</p>	6.7
HOD	<p>Approve and submit</p>	6.8
HEAD OF GHCD	<p>Receive and acknowledge</p>	6.9
PERFORMANCE MANAGER GHCD	<p>Receive and consolidate</p> <p>End</p>	6.10

RESPONSIBILITIES	FLOWCHART MID-YEAR REVIEW	REFERENCE
STAFF (EXECUTIVE & ABOVE)	 <pre> graph TD Start([Start]) --> Step1[Complete and submit the SPA form] </pre>	7.3
IMMEDIATE SUPERIOR AND STAFF	 <pre> graph TD Step1 --> Step2[Review the KPIs] Step2 --> Step3[Agree, endorse and submit the SPA forms] </pre>	7.4 7.5
HOD	 <pre> graph TD Step3 --> Step4[Approve, acknowledge and submit] </pre>	7.6
PERFORMANCE MANAGER GHCD	 <pre> graph TD Step4 --> Step5[Receive and acknowledge] </pre>	7.7
PERFORMNACE EXECUTIVE GHCD	 <pre> graph TD Step5 --> Step6[Acknowledge, consolidate and filing] Step6 --> End([End]) </pre>	7.8

RESPONSIBILITIES	FLOWCHART YEAR END REVIEW	REFERENCE
STAFF	 	8.4
IMMEDIATE SUPERIOR AND STAFF	 	8.5 8.6
HOD		8.7
PERFORMANCE MANAGER GHCD		8.8
PERFORMANCE EXECUTIVE GHCD	 	8.9

RESPONSIBILITIES	FLOWCHART PERFORMANCE IMPROVEMENT PROGRAM (PIP)			REFERENCE
PERFORMANCE MANAGER GHCD	<pre> graph TD Start([Start]) --> Identify[Identify underperformers] Identify --> Discuss[Discuss, clarify and specify areas of improvement and action plan] Discuss --> RecordPIP[Record Action Plan in the PIP form] RecordPIP --> Review[Conduct monthly/quarterly review] Review --> Advise[Provide advice, guidance, coaching and counselling to staff] Advise --> RecordCD[Record in Coaching and Counselling Dialogue form] RecordCD --> Sign[Sign the completed PIP form, Coaching and Counselling Dialogue form] Sign --> Consolidate[Consolidate and submit the completed PIP form, Coaching and Counselling Dialogue form for final assessment] Consolidate --> Receive[Receive and acknowledge] Receive --> End([End]) </pre>			9.3, 9.11
IMMEDIATE SUPERIOR AND STAFF	<p>Discuss, clarify and specify areas of improvement and action plan</p> <p>Sign the completed PIP form, Coaching and Counselling Dialogue form</p>			9.4, 9.9
STAFF	<p>Record Action Plan in the PIP form</p>			9.5
IMMEDIATE SUPERIOR	<p>Conduct monthly/quarterly review</p> <p>Provide advice, guidance, coaching and counselling to staff</p> <p>Record in Coaching and Counselling Dialogue form</p> <p>Consolidate and submit the completed PIP form, Coaching and Counselling Dialogue form for final assessment</p>			9.6, 9.10 9.7 9.8