



The Center for Labor Education, Advocacy, Research and Development, Inc. (CLEARED, Inc.) is pleased to announce its seminar offering on:

## PERFORMANCE MANAGEMENT & THE BALANCED SCORECARD

**December 3-4, 2015**

**PRRM BLDG.**

**56 Mo. Ignacia Ave. corner Dr. Lazcano St., Brgy Paligsahan Q.C.**

### SEMINAR FEE

The registration fee of Five Thousand Pesos (P 5,000.00) covers lunch, snacks, handouts & certificate of completion. Check Payment to: **CLEARED, Inc.**

Please call Edward or Bert at Telefax No. 709-8489, 373-0721

**Email:** [cleared\\_21@yahoo.com.ph](mailto:cleared_21@yahoo.com.ph),  
[cleared\\_2011@yahoo.com](mailto:cleared_2011@yahoo.com)

**Website:** [WWW.CLEARED.WEBS.COM](http://WWW.CLEARED.WEBS.COM)

### Note:

We reserve the right to postpone or cancel the training program as we see fit.

### PROGRAMME:

**REGISTRATION: 8:00am-9:00am**

#### Day 1 Topics:

**AM/PM: 9:00am-5:00pm**

#### The Performance Management System

- The Human Resource Function
- The Core Functions of HR: Recruitment and Staffing, Performance Management, Training & Development, Rewards
- The Four Phases of PM: Performance Planning, Monitoring, Evaluation/ Appraisal and Rewards
- Objectives of an Effective PMS: Getting the work done and developing people

#### Performance Improvement

- Factors Affecting Performance Improvement
- Performance is all about Productivity and Quality
- Non-Performance is a Discipline Issue that can result to Termination
- HR Interventions to improve Performance: Coaching, Counseling, Mentoring, Training

#### Day 2 Topics:

**AM/PM: 9:00am-5:00pm**

#### The Balanced Score Card ( An Alignment Tool )

- The Balanced Score Card by Kaplan & Norton
- Key Result Areas, Critical Success Factors, Key Performance Indices , Metrics
- Strategic Planning and the Balanced Score Card
- Cascading the Score Card to the different Organizational Levels
- From the Strategic Plan to the Individual Goals and Objectives (Performance Management)

**Note:** Methodologies include exercises and workshops

### RESERVATION/CONFIRMATION SLIP

**SEMINAR - WORKSHOP ON: PERFORMANCE MANAGEMENT & THE BALANCED SCORECARD**

**December 3-4, 2015**

**TO: CLEARED, INC. Fax No.: 709-8489/ 373-0721**

*We are interested in attending this seminar/program, Please consider this as our reservation/confirmation.*

Name: 1) \_\_\_\_\_ Nickname: \_\_\_\_\_  
2) \_\_\_\_\_ Nickname: \_\_\_\_\_  
3) \_\_\_\_\_ Nickname: \_\_\_\_\_  
4) \_\_\_\_\_ Nickname: \_\_\_\_\_  
Organization/Company: \_\_\_\_\_  
Tel No/s.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Sender: \_\_\_\_\_