

MANAGING PROBATIONERS & PERFORMANCE IMPROVEMENT PLAN (PIP)

**MALAYSIA HR FORUM ACADEMY
LEVEL 12, LOT 12A, MENARA PKNS PETALING JAYA,
JALAN YONG SHOOK LIN, 46050 PETALING JAYA**

RM 1,300



100% HRDC Claimable



MODULE OVERVIEW

Commonly organisation will have probationary period for their new joiners and even newly promoted staff. Managing probationers are important to ensure appropriate steps are taken prior confirming them in their employment. On the other hand, performance improvement plan (PIP), also known as a performance action plan, is a great way to give struggling employees the opportunity to succeed while still holding them accountable for past performance. It is not always clear why an employee has poor performance. This programme is designed to assist people managers in managing their probationers and ensure their underperforming subordinates understand the need to improve performance and achieve organisational objectives.



LEARNING OBJECTIVES

- Understand the key processes in managing probationer within the ambit of the law.
- Appreciate the importance of Performance Management System.
- Identify poor performers based on SMART Concept.
- Apply the right techniques in ensuring the PIP process aligns with Organisational goals.
- Create a development plan for their subordinates.
- Acquire the relevant legal knowledge in dealing with poor performer.

LEARNING OUTCOMES

Upon completion of this programme, the participants will be able to:

- Gain expertise in managing probationers while adhering to legal guidelines.
- Understand the critical role of performance management systems in organisational success.
- Utilise the SMART framework to accurately identify poor performers and implement effective strategies.
- Implement Performance Improvement Plans (PIPs) that are consistent with your organisation's objectives.
- Acquire the necessary legal knowledge to handle issues related to poor performance effectively.

METHOD OF TRAINING

A combination of various learning methodology including lecture, group discussion, case study, group presentation and project discussion. Pre and Post-training assessment will be conducted to ensure transfer of learning to participants.

TARGETED PARTICIPANTS

All department heads, HR or people managers and relevant personnel involved in managing probationers.

DURATION

1 Day



CONTENTS DAY 1 | 9AM – 5PM

MODULE 1: MANAGING PROBATIONERS

- Fundamental of Employment Contract.
- Probationer: Dos and Don'ts.
- Managing Performance from Employee Experience Perspective.

MODULE 2: DEFINITION OF POOR PERFORMANCE

- Meaning of Poor Performers.
- PIP Framework.
- Relevant Processes in Managing Underperforming Staff.

MODULE 3: PIP FRAMEWORK AND KEY PROCESSES

- Performance Management System.
- Performance Appraisal.
- Performance Standard.

MODULE 4: PLANNING STAGE

- How to develop practical Performance Standards.
- SMART Concept in setting a target.
- Action Plan Development.

MODULE 5: THE MONITORING

- Periodic Monitoring Process.
- Art of Giving Feedback.
- Follow-Up Action Plan.

MODULE 6: THE DIFFICULT CONVERSATION

- Planning the Discussion.
- Using the GROW Model to handle the discussion.
- Managing Rejection.

MODULE 7: THE FINAL REVIEW

- The Verdict: Making the Tough Decision.
- Due Process in PIP.
- Preparing the PIP Committee.

