



# DEVELOP & IMPLEMENT KRA'S & KPI'S

8 JAN 2026 | 9.00AM - 5.00PM |  
MEFA TRAINING CENTER, PJ

## Course Overview

The "Develop & Implement KRAs & KPIs" training is designed to help professionals understand and effectively apply Key Result Areas (KRAs) and Key Performance Indicators (KPIs) to drive individual, team, and organizational performance. Participants will learn how to define clear KRAs that align with business goals and set measurable KPIs to track progress. The training covers best practices for communicating, implementing, and monitoring KRAs and KPIs, as well as evaluating performance and making necessary adjustments for continuous improvement.

## Who Should Attend

- HR professionals
- Business analysts
- Senior executives
- Performance management teams

## Learning Outcomes

Participants will be able to :

- Create effective KPIs that are clear and measurable.
- Define KRAs that match organizational goals
- Set practical performance targets.
- Implement KRAs and KPIs in daily work.
- Monitor and improve KPIs over time

## Course Registration :



**RM1,000**

(Price Inclusive of 8% SST)  
HRDC Claimable\*

<https://forms.office.com/r/KPzikkcCxM>



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## Course Structure

TIME	ITINERARY
8.30am	Registration
9.00am	Course Introduction / Ice Breaking
9.30am	<b>Module 1: Introduction to KRAs and KPIs</b>
10.45am	Coffee Break
11.00am	<b>Module 2: Setting Effective KRAs</b>
12.00pm	<b>Module 3: Defining and Developing KPIs</b>
1.00pm	Lunch Break
2.00pm	<b>Module 4: Implementing KRAs and KPIs</b>
3.00pm	<b>Module 5 : Create Kpi &amp; Kra Structure</b>
3.30pm	Tea Break
3.45pm	<b>Presentation on KPI &amp; KRA Structure</b>
4.45pm	Summary / Q&A Session
5.00pm	Session End

## Trainer Profile



**CAMEN SONG**

Ms Camen is a passionate trainer in Personal Development, Leadership and Human Resources Management. With experience as an HR & Training Manager and HR Business Partner in SMEs and multinational companies, she has helped organizations improve HR practices, meet compliance requirements, and achieve their goals. She has over nine years of experience in coaching, team building, leadership and personal development, using experiential learning to support growth and transformation. Camen also designs and facilitates customized indoor and outdoor training programs. She is a licensed HRD Corp member and continues to enhance her skills with new tools to enrich her programs.