



PERFORM TO TRANSFORM: PERFORMANCE SYSTEM & IMPROVEMENT PLANS

5-6 FEB 2026 | 9.00AM - 5.00PM |
MEFA TRAINING CENTER, PJ

Course Overview

This course equips leaders and HR practitioners with the knowledge, tools, and frameworks to design, implement, and sustain effective performance management systems, aligned with organizational strategy. Participants will learn how to translate strategy into meaningful KPIs, manage underperformance constructively, and implement Performance Improvement Plans (PIPs) that are fair, legally defensible, and development-focused.

Through real-world case studies, hands-on exercises, and guided frameworks, participants will gain clarity on managing high performers, average performers, and poor performers while ensuring accountability, engagement, and continuous improvement.

Who Should Attend

- HR practitioners and business partners
- Managers, supervisors, and team leaders
- Heads of department and senior executives

Learning Outcomes

Participants will be able to :

- Link strategy, KPIs, behavior, and performance outcomes
- Develop clear and meaningful KPIs
- Apply effective performance review and evaluation tools
- Identify performance issues, capability gaps, and misconduct
- Design and implement fair and effective PIPs

Course Registration :



<https://forms.office.com/r/gu6tYid7Jg>

RM2,000*

(Price Inclusive of 8% SST)
HRDC Claimable*



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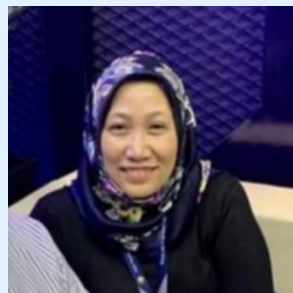
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Course Structure

Time	Agenda
DAY 1	
8:30am - 9:00am	Registration
9:00am - 9:30am	Course Introduction / Ice Breaking
9:30am - 10:45am	MODULE 1: From Performance to Transformation
10:45am - 11:00am	Break
10:45am - 1.00pm	MODULE 2: Designing a Robust Performance Management Framework
1.00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	MODULE 3: Translating Strategy into KPIs
3.30pm - 3.45pm	Break
3.45pm - 5:00pm	MODULE 4: Performance Measurement, Rating & Calibration
DAY 2	
8:30am - 9:00am	Registration
9:00am - 9:30am	Reflection Day 1
9:30am - 10:45am	MODULE 5: Understanding Performance Gaps & Root Causes
10:45am - 11:00am	Break
11:00am - 1:00pm	MODULE 6: Performance Conversations, Feedback & Coaching
1:00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	MODULE 7: Designing & Implementing Performance Improvement Plans (PIPs)
3.30pm - 3.45pm	Break
3.45pm - 5:00pm	MODULE 8: Managing Outcomes, Documentation & Sustainability

Trainer Profile



NOR AINA KAMARUDDIN (TRAINING CONSULTANT)

Nor Aina Kamaruddin (“Aina”) brings over 30 years of HR leadership experience across sectors such as banking, finance, insurance, telecommunications, and shared services. She is highly skilled in crafting and executing HR strategies that drive organizational transformation and business growth.

As an accredited HRD Corp Trainer, she has guided businesses through complex HR challenges while focusing on sustainable outcomes, offering training that spans both core HR functions and advanced technical areas. With a strong regional specialization in Southeast Asia, Aina has deep insight into the evolving dynamics of the HR landscape.



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