



PERFORMANCE MANAGEMENT & PERFORMANCE IMPROVEMENT PLAN

24-25 NOV 2025 | 9.00AM - 5.00PM
| MEFA TRAINING CENTER, PJ

Course Overview

This course equips managers, HR professionals, and team leaders with the knowledge and practical skills to implement effective performance management systems and address employee performance challenges. It covers the end-to-end cycle of performance management – from goal setting and appraisal to coaching and feedback – and provides structured approaches for handling underperformance through Performance Improvement Plans (PIP). Participants will learn to balance accountability with support, ensuring employees are guided to meet organizational expectations while maintaining fairness and compliance with employment law.

Who Should Attend

- All department leaders
- Executives
- Line manager / supervisors
- legal & compliance staff

Learning Outcomes

Participants will be able to :

- Understand the principles and importance of effective performance management.
- Align individual and team performance with organizational strategy and goals.
- Confidently handle sensitive employee performance conversations while minimizing conflict.

Course Registration :



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

RM1,900*

(Price Inclusive of 8% SST)
HRDC Claimable*



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844

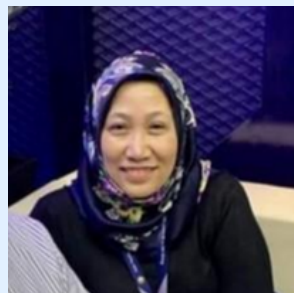


Course Structure

Time	Agenda
DAY 1	
8:30am - 9:00am	Registration
9:00am - 9:30am	Course Introduction / ice Breaking
9:30am - 10:45am	MODULE 1 : Introduction to Performance Management
10:45am - 11:00am	Break
10:45am - 1.00pm	MODULE 2 : Goal Setting and Performance Planning
1.00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	MODULE 3 : Receiving and Applying the Feedback
3.30pm - 3.45pm	Break
3.45pm - 5:00pm	MODULE 4 : Feedback and Coaching Skills
DAY 2	
8:30am - 9:00am	Registration
9:00am - 9:30am	Reflection Day 1
9:30am - 10:45am	MODULE 5 : Identifying and Diagnosing Performance Issues
10:45am - 11:00am	Break
11:00am - 1:00pm	MODULE 6 : Performance Improvement Plan (PIP) Framework MODULE 7 : Implementing & Monitoring PIP
1:00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	MODULE 8 : Decision Making & Closure
3.30pm - 3.45pm	Break
3.45pm - 5:00pm	MODULE 9 : - Case Studies - Session End



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.



adminmefa@mef.org.my



03-7498 7242 / 016 - 254 1844