

# KPI Appraisal System

## Introduction

Performance Indicators are often supported by targets that clearly quantify the desired level of performance necessary for the organization's attainment. The ability to identify and develop meaningful performance measures for tracking individual performance is fundamental to an organization's success.

An effective KPI Appraisal System would allow everyone in an organisation to see their jobs not as a collection of unrelated tasks but as a sequence of activities forming a value chain that contributes to their organization's goals in pursuit of that success. It provides feedback around both the internal business processes and external outcomes in order to continuously improve strategic performance and results.

KPIs also give the Executives the ability to focus on what matters the most to the business.

## What You Will Learn

1. Understand the Importance of Performance Management System and its relation to Organizational Goals
2. Learn to translate Strategy into Performance Measures
3. Learn how to identify and drive KPIs throughout the organisation
4. Learn how to use KPI outputs for Individual Appraisal

## What We Offer

- Workshops (Full day / 2 Days)



STELLAR  
CONSULTING  
GROUP

## Course Outline

### **1. The Balanced Scorecard and Strategic Management**

- Key Benefits of using Balanced Scorecards
- Logic of Balanced Scorecard KPI System
- Building & Implementing a Balanced Scorecard : Nine Steps to Success
- Organisational & Individual Assessment

### **2. Business Management Process**

- From Strategy to Performance Measures
- How to Define Strategic Goals

### **3. Key Performance Indicators**

- Good KPIs vs Bad
- Selecting Right Indicators
- Measurement of Indicators

### **4. Effect on Organisation**

- Cultural Change
- Performance Management System Cascade
  - Human Resource KPIs
  - Sales KPIs
  - Marketing KPIs
  - General Production KPIs
  - Purchasing / Procurement KPIs
  - Financial KPIs
  - General Accounting KPIs

### **5. The Individual Appraisal**

- Frequency
- Documentation
- Role / Performance Review
- Professional Development

## About the Speaker

Hazik Mohamed is the Managing Director of Stellar Consulting Group Pte. Ltd., which is an organization that connects businesses and investors to markets regionally and internationally. He consults SMEs on business and financial advisory, as well as MNCs through industry intelligence, emerging trends & analysis or acquisitions and capital-raising.

Hazik holds a BSc in Mechanical Engineering from the University of Arkansas, and MSc in Finance from the Zicklin School of Business at Baruch College (CUNY). He specializes in topics relating to business expansion, operational excellence and professional management.

Encouraging active participation, the seminars and workshops have been highly rated because they inspire action and provide concrete "how to" steps that are practical to produce immediate results.

## Company Profile

Stellar Consulting Group conducts executive training through its subsidiary, Anisa Hassan International (AHI) which focuses on business and leadership training. Each year, AHI hosts public workshops across ASEAN teaching individuals and organizations how to live out business and leadership excellence at all levels in any organization.

Our workshops can also be provided in-house, which is a cost-effective approach if you have a large number of people who require training. You choose where and when you want our trainers to deliver. We will also tailor the course content to suit your precise organisation needs.

Other business activities of the group include :

- Acquisitions and capital-raising
- Business and financial advisory
- Market & Industry intelligence

## Schedule & Fee :

- 1 Day Workshop (0900 – 1730hrs)
  - 2 Day Workshop (0900 – 1730hrs)
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## Payment Methods

Registration will only be confirmed upon receipt of payment through the following methods: (Please tick one)

- Bank Transfer : Please quote your Company's name & Invoice number

Bank Name:	Standard Chartered Bank
Account Name:	Stellar Consulting Group Pte. Ltd.
Address:	6 Battery Road, Singapore 049909
Account No.:	52-000-0995-9
Swift Code :	SCBLSGSG

- International Money Order
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## Other Popular Seminars & Workshops

Business Boot-camps

Branding for SMEs

Finance Management for non-Finance Managers

Strategic Planning & Budgeting

## DELEGATE/ PERSONAL PARTICULARS

Organisation name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Authorised by: \_\_\_\_\_ Job Title: \_\_\_\_\_

**Delegate 1 Name (Mr/Ms) :** \_\_\_\_\_

Job Title: \_\_\_\_\_

Department : \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax : \_\_\_\_\_ Email : \_\_\_\_\_

**Delegate 2 Name (Mr/Ms) :** \_\_\_\_\_

Job Title: \_\_\_\_\_

Department : \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax : \_\_\_\_\_ Email : \_\_\_\_\_

**Delegate 3 Name (Mr/Ms) :** \_\_\_\_\_

Job Title: \_\_\_\_\_

Department : \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax : \_\_\_\_\_ Email : \_\_\_\_\_

## IMPORTANT :

Only one discount scheme is applicable. Fee includes lunch, refreshments and documentation. Payment must be received before the event date in order to guarantee your seat. Prices quoted are not inclusive of taxes and bank charges.

### Enquiries:

Please contact Rose Marie at Tel : (65) 6336 5458 or Fax : (65) 6538 8197

Email : [rosemarie@anisahassan.com](mailto:rosemarie@anisahassan.com) or  
[hazik@stellarcg.com](mailto:hazik@stellarcg.com) for more information.

## CANCELLATION AND TRANSFER :

If you are unable to attend, a substitute delegate is welcomed at no extra charge. Alternatively, your registration can be credited to a future event organised by Anisa Hassan International (AHI). A full refund, less 20% administration charge will be made for cancellations received in writing at least 15 days prior the event. A complete set of course documentation and 50% refund will be sent for cancellations received less than one week prior to the event or for “no show” participant. A complete set of course documentation will however be made available. AHI reserves the right to cancel or alter the content and timing of the program or the identity of the speakers for reasons beyond its control.

## DUPLICATED MAILINGS AND CORRECTIONS :

If your details on the address label is outdated or incorrect, please send the correct details to the address below. Corrections will be handled as promptly as possible.

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The Adelphi, Singapore 179803



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