

School / Faculty: Federation Business School

Course Title: INTRODUCTION TO PERFORMANCE MANAGEMENT

Course ID: BSMAN1006

Credit Points: 15.00

Prerequisite(s): Nil

Co-requisite(s): Nil

Exclusion(s): Nil

ASCED Code: 080307

Grading Scheme: Graded (HD, D, C, etc.)

Program Level:

AQF Level of Program						
	5	6	7	8	9	10
Level						
Introductory	■	■	✓	■	■	■
Intermediate	■	■	■	■	■	■
Advanced	■	■	■	■	■	■

Learning Outcomes:

Knowledge:

- K1.** Recognise how performance management principles apply to different organisational contexts
- K2.** Comprehend the relevant legislation, industrial awards and enterprise agreements and how they affect the ethical obligations of an organisation, its social responsibilities and sustainable business practices for delivering staff performance.
- K3.** Appreciate how the fundamentals of performance management integrate with the broader strategic human resource management knowledge and how this can be applied to the business/management environment.

Skills:

- S1.** Apply critical, analytical and creative thinking to developing appropriate managerial responses to staff grievance issues.
- S2.** Identify and access appropriate technology to research, organise data, and communicate with stakeholders about staff performance management issues.
- S3.** Demonstrate leadership and the ability to work cooperatively in managing performance management issues within an organisational environment.

Application of knowledge and skills:

Course Outline (Higher Education)

BSMAN1006 INTRODUCTION TO PERFORMANCE MANAGEMENT

- A1.** Demonstrate problem solving and professional decision making when addressing organisational performance management issues.
- A2.** Initiate self-directed work processes, and professional judgment when researching organisational performance issues, adapting knowledge to develop appropriate solutions
- A3.** Demonstrate autonomous learning practices and rational objectivity when identifying and solving performance management issues within different organisational contexts.

Course Content:

This course provides the basic skills, knowledge and values needed to implement performance management practices and methods into their organisational environment. Students will evaluate legislation, industrial awards and enterprise agreements and their impact on staff performance. The course covers essential elements needed in appraising performance management techniques, systems and documentation. Students will create staff development options, develop coaching, mentoring and communication skills, and demonstrate formal and informal feedback techniques. The course will enable students to act in a socially responsible and ethical manner when managing non-performance, termination, unfair dismissal issues and grievance procedures.

Values and Graduate Attributes:

This course will help students develop values and attributes that will enable them to:

Values:

- V1.** Pursue performance management planning processes that ensure organisational practices comply with industrial awards and promote socially responsible and ethical behaviour.
- V2.** Engage stakeholders through inclusive communication and deliver ethical solutions when managing staff performance.
- V3.** Promote the appropriate application of performance management planning within different organisational environments.

Graduate Attributes:

FedUni graduate attributes statement. To have graduates with knowledge, skills and competence that enable them to stand out as critical, creative and enquiring learners who are capable, flexible and work ready, and responsible, ethical and engaged citizens.

Attribute	Brief Description	Focus
Knowledge, skills and competence	This course provides a foundational overview of performance management and contributes to the development of comprehensive HRM knowledge and skills.	Medium
Critical, creative and enquiring learners	This course encourages students to apply their learning towards real organisational issues, helping them develop the needed skills to be independent, confident and capable, and pursue the fulfilment of personal and career goals.	High

Course Outline (Higher Education)

BSMAN1006 INTRODUCTION TO PERFORMANCE MANAGEMENT

Attribute	Brief Description	Focus
Capable, flexible and work ready	Graduates will understand the importance of engaging with a wide variety of stakeholders in the development of ethical and socially responsible performance management strategies.	High
Responsible, ethical and engaged citizens	Graduates will understand various legislative and non-legislative factors that may affect staff performance.	High

Learning Task and Assessment:

Learning Outcomes Assessed	Assessment Task	Assessment Type	Weighting
K1, K3, S2, A1, A2, A3	Research, analyse and evaluate performance management scenarios.	Case studies/ Portfolio of evidence/ Journal/ Log books.	10 - 30%
K1, K2, S2, A1, A2, A3	Research, analyse and evaluate grievance procedures	Individual report/ Essay/ Presentation.	20 - 40%
K1, K2, K3, S1, S2, S3 A1, A2, A3	Research and develop a performance management plan for a designated position that documents job role; work plan; performance indicators; risk analysis; performance management and review processes; performance improvement and staff development plan; legislation, award provisions and other organisational agreements that impact on the performance management process.	Small group (2 to 3) report/ Essay/ Presentation	30 - 50%

Adopted Reference Style:

APA