

# Performance Management System Design Workshop



 Suitable for HR Practitioners, Senior Management

Whilst some companies weigh heavily on staff's quantitative contributions to company's business success, global giants have all revamped their performance appraisal systems to strive for a balance between quantitative and qualitative assessment of staff performance. Considering that, this workshop aims to share with participants a field-proven approach for designing such a system that helps measure staff performance in a comprehensive and objective manner.

## Course Outlines

- The Performance Management Cycle and Stages
- Quantitative vs. Qualitative Assessment on Staff Performance
- Setting Work Objectives, KPIs and Quantifiable Targets to Measure Work Results
- Development of Competency Model in Alignment with Corporate Values
- Designing the System Policies and Appraisal Form
- Customizing Your Performance Management System in Alignment with Business Strategies and Corporate Culture
- Integration of Performance Management Practice with Other Systems (i.e., Staff Selection, Total Rewards, Learning & Development, Continuous Improvement, etc.)
- Conducting Effective Performance Appraisal Interviews Step-by-Step



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**12 October 2026 (Monday)**  
9:30am – 5:30pm  
CPD Hours: 7



**Cantonese**  
(with English materials)



**HKIHRM**  
Units 1810-15, 18/F, Millennium City 2,  
378 Kwun Tong Road, Kwun Tong  
(3-minute walk from Ngau Tau Kok MTR station exit A)



**Member** HK\$2,000  
New Member\* HK\$3,245  
\*(Inclusive of new membership joining fee)