

Performance and Variance Management

Course Overview

You can manage performance and variations to ensure success!

Ensure you have the skills and confidence to effectively manage workflows – taking account of and dealing with variances as they crop up. Learn the skills required to keep projects on track and your team focused on meeting Key Performance Indicators, required outputs and organisational objectives.

Level: 4 **Fees:** \$174.35 **Weekly Hours:** 15 **Credits:** 15 **Weeks:** 10

Learning Outcomes

On successful completion of this course students will be able to:

1. Develop a plan of action in response to a variation
2. Allocate, manage and evaluate workflows and resources to achieve team and individual objectives
3. Describe, manage and apply performance management strategies

Indicative Course Content

- Reviewing team key performance indicators
- Performance review process
- Disciplinary procedures
- Facilitating the achievement of individual KPIs
- Training and developing staff
- Performance review process and disciplinary procedures
- Responsiveness
- Flexibility
- Research
- Resource identification
- Resource allocation

Assessment

No	Assessment Type	Assessment Date	Weighting	Outcomes Assessed
1	Report Action Plan Reflections	Sunday Week 4 Sunday Week 5 Sunday Week 5	60%	LO 1,2 LO 1,2 LO 1,2
2	Performance Review Disciplinary Action Report Reflections	Sunday Week 9 Friday Week 10 Friday Week 10	40%	LO 3 LO 3 LO 3



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Contact Us

Any questions or queries please contact one of our enrolment team members below:

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