

Recruitment Talent & Performance Management

1. Overview

The purpose of this programme is to equip managers and HR practitioners with the knowledge, tools, and strategies required to lead people development, manage talent, recruit effectively, and monitor performance within their teams and departments.

Participants will develop the ability to analyse development needs, recruit and select candidates, set performance standards, and implement performance and development plans aligned with organisational goals.

2. Programme Outcome:

- Analyse and record education, training, and development needs for individuals and teams
- Develop and implement a people development plan aligned with organisational objectives
- Prepare, recruit, and select suitable candidates to fill defined positions within the organisation
- Set performance standards and goals for individuals and teams
- Monitor, evaluate, and provide feedback on performance
- Conduct fair and effective performance review interviews
- Link people development and talent management strategies to organisational performance and succession planning

Qualification:

Certificate of Completion

Duration:

5-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0447

SAQA US:

252029, 12140, 11473, 252034

NQF Level:

5

Credits:

33

Entry Requirements:

Communication & Mathematical Literacy at NQF 4

Training Options:

Online - Each participant will receive the programme materials and resources are emailed to the participants. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Blended - Blended learning combines both online and face-to-face training. Participants receive the learning material by email to the participant. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required: (1) Online, (1) Blended & (1) Face-to-Face

3. Programme Content

- **(252029 US):** Lead people development and talent management
- **(12140 US):** Recruit and select candidates to fill defined positions
- **(11473 US):** Manage individual and team performance
- **(252034 US):** Monitor and evaluate team members against performance standards

4. Topics

Module 1: Leading People Development and Talent Management

- Understanding people development and talent management in context
- Identifying education, training, and development needs (TNA process)
- Aligning development needs with organisational goals and strategic priorities
- Recording and reporting development needs accurately
- Compiling and implementing a people development plan
- Linking performance management to development initiatives
- Coaching, mentoring, and succession planning
- Monitoring, evaluating, and reporting on development outcomes

Module 2: Recruiting and Selecting Candidates for Defined Positions

- Workforce planning and understanding job requirements
- Developing job descriptions and selection criteria
- Recruitment strategies and advertising vacancies
- Screening, shortlisting, and reference checking
- Interviewing skills and structured selection techniques
- Assessing candidates using fair and valid methods
- Making selection decisions and employment offers
- Employment legislation and ethical considerations (EEA, BCEA, Labour Relations Act)
- Onboarding and induction planning for new employees

We trust that the above is in order and look forward to hearing from you for Implementation

Module 3: Managing Individual and Team Performance

- Understanding performance management and its objectives
- Setting SMART performance goals and measures
- Translating organisational goals into team objectives
- Developing performance and development plans
- Coaching for improved performance
- Continuous feedback and performance discussions
- Managing underperformance and corrective action
- Linking performance results to rewards and development
- Building a performance culture within teams

Module 4: Monitoring and Evaluating Team Members against Performance Standards

- Understanding performance standards and key performance indicators (KPIs)
- Aligning performance standards with organisational objectives
- Setting up monitoring and tracking systems (manual and digital)
- Collecting and analysing performance data
- Preparing for performance review discussions
- Conducting effective performance review interviews
- Giving and receiving feedback constructively
- Handling difficult conversations and resistance
- Using performance data for development and talent decisions

5. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

6. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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