

PERFORMANCE MANAGEMENT SYSTEM DESIGN



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Introduction

Performance Management System Design Training Course equips professionals with practical skills to build structured systems that measure and improve employee and organizational performance. A well-designed system connects individual contributions to broader business goals while supporting fair and transparent evaluation. This course guides participants through the full design process, from defining performance criteria to selecting rating scales and building review cycles. Furthermore, it covers technology considerations and communication strategies that support successful system rollout. Participants also explore common design pitfalls and methods to avoid rating bias. As a result, attendees gain the ability to design performance systems that employees trust and managers use effectively. Gentex Training Center created this program to strengthen performance management design capabilities across organizations.

Performance Management System Design Course Objectives

- Define performance management system goals aligned with business strategy
- Design job-specific performance criteria and success indicators
- Select rating scales and evaluation methods suited to organizational needs
- Apply the balanced scorecard approach to system design
- Structure performance review cycles and calibration sessions
- Design competency frameworks to support consistent evaluation
- Apply methods to reduce rating bias and evaluator error
- Integrate performance data with compensation and development decisions
- Select technology platforms to support system implementation
- Build a communication plan for successful system rollout



Course Methodology

- Interactive lectures covering performance system design principles
- Practical workshops building rating scales and evaluation criteria
- Case studies analyzing successful system implementations
- Group exercises designing competency frameworks
- Simulations of calibration sessions and bias reduction techniques
- Structured discussions on technology and communication planning

Who Should Take This Course

- HR professionals designing or redesigning performance systems
- Compensation and benefits specialists linking pay to performance
- Talent management professionals building competency frameworks
- Department heads involved in system rollout planning
- Organizational development consultants advising on design projects
- HR technology specialists selecting evaluation platforms

Performance Management System Design Course Outlines

Day 1: Defining System Goals and Strategy Alignment

- Reviewing performance management system objectives
- Aligning system design with organizational strategy
- Identifying stakeholder needs across departments
- Reviewing common performance system models

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- Mapping the employee performance lifecycle
- Setting design principles and guardrails

Day 2: Designing Criteria and Rating Methods

- Building job-specific performance criteria
- Selecting rating scales and evaluation formats
- Applying the balanced scorecard to system design
- Designing weighting methods for multiple criteria
- Structuring self-assessment and manager review components
- Testing criteria for clarity and fairness

Day 3: Competency Frameworks and Calibration

- Building competency frameworks for consistent evaluation
- Structuring performance review cycles and timelines
- Designing calibration sessions to align ratings
- Identifying common rating errors and biases
- Applying methods to reduce evaluator bias
- Training managers on objective evaluation practices

Day 4: Integration with Compensation and Development

- Linking performance ratings to compensation decisions
- Connecting performance data to development planning
- Designing succession planning integration points
- Structuring performance improvement plan triggers



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- Aligning recognition programs with performance outcomes
- Reviewing legal considerations in performance decisions

Day 5: Technology Selection and System Rollout

- Evaluating performance management technology platforms
- Structuring data flows between HR systems
- Building a change management plan for rollout
- Designing manager and employee training materials
- Planning a phased implementation timeline
- Establishing metrics to evaluate system effectiveness

Conclusion

By successfully completing Performance Management System Design, participants will have acquired practical knowledge to build performance criteria, design rating methods, and structure calibration processes. Furthermore, attendees gain skills in competency framework design, technology selection, and rollout planning. This Performance Management System Design Training Course prepares HR and organizational development professionals to build systems that support fair, effective performance management. Gentex Training Center remains committed to delivering practical programs that strengthen performance system design capabilities.

FAQs





Q1 What is the "Performance Management System Design" course about?

This course covers the full process of designing performance management systems, including defining criteria, selecting rating scales, building competency frameworks, and planning technology and rollout strategies for effective organizational implementation.

Q2 What are the key benefits of the "Performance Management System Design" course?

Participants gain the ability to build fair, structured performance systems that employees trust. As a result, organizations benefit from clearer accountability, reduced rating bias, and stronger alignment between performance and business goals.

Q3 What skills will I gain from the "Performance Management System Design" course?

Attendees develop skills in criteria design, rating scale selection, competency framework building, and calibration facilitation, enabling them to design performance systems that support consistent and objective evaluation.

Q4 What tools, methods, or standards are covered in the "Performance Management System Design" course?

The course addresses the balanced scorecard approach, competency framework models, calibration session techniques, bias reduction methods, and performance management technology platforms used across organizations.

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Q5 How is the "Performance Management System Design" course applied in real-world practice?

Professionals apply these methods when redesigning appraisal systems, building competency frameworks, facilitating calibration sessions, and rolling out new performance platforms, directly supporting fair and effective performance management.

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