

Title of the Module/Unit	Module Number 12: Performance and Rewards / Module Reference HRM04
Module/Unit Description In this section kindly provide a brief description of the module	<p>This module will focus on the importance of managing performance within an organisation, the effect of performance upon people management, employees' expectations following performance, performance appraisal systems, composition of rewards, motivation and rewards, financial and non-financial reward systems, understanding and developing reward strategies. The module will also cover the nature of performance management and also the effects that rewards have on employees' performance. Participants will be exposed to the concepts of motivation, the benefits of financial and non-financial rewards, and how these are dependent upon and affect performance. During this module participants will focus on understanding how rewards and performance are linked to and affect each other continuously.</p>
Learning Outcomes Autonomy and Responsibility: Collaborate, comply, deal with, ensure, be responsible for, carry out tasks, guide, supervise, monitor, authorise, manage, create, produce, represent, advise, negotiate, sell, etc. Knowledge and Understanding: count, define, describe, draw, find, identify, label, list, match, name, quote, recall, recite, sequence, tell, write, etc. (Example of learning outcome structure: Action Verb + Object + Context <i>Identify basic different range of glassware and state their use.</i>)	Competences:
	<p>At the end of the module/unit the learner will be able to:</p> <ul style="list-style-type: none"> a) Be responsible for developing motivation at the workplace, with a view to improving employees' performance; b) Carry out tasks related to improving the psychological contract, working on activities that affect both employees and the employer's expectations of each other in relation to performance and rewards; c) Advise on the different forms of rewards that should be used with employees; d) Create and implement a performance appraisal system; e) Coordinate the process to cascade organisational objectives through the organisation down to each individual employee.
	Knowledge:
	<p>At the end of the module the learner will have been exposed to:</p> <ul style="list-style-type: none"> a) Administer the main components required to manage employee performance effectively; b) Coordinate an appropriate rewards system to foster motivation and engagement in employee performance; c) Manage employees' rewards effectively, designing and implementing appropriate financial and non-financial rewards;

<p>Applying Knowledge and Understanding: apply, practice, demonstrate, show, plan, design, operate, assemble, use, construct, prepare, create, compose, arrange</p> <p>(Example of learning outcome structure: Action Verb + Object + Context <i>Apply principles of good practice to dispense, supply and administer medicinal products and other activities in a pharmacy.</i>)</p>	<p>d) Ensure that rewards fit in to the organisation's Human Resources strategies.</p>
	<p>Skills:</p>
	<p>At the end of the module the learner will have acquired the following skills:</p> <p>a) Develop a sound performance management system that supports the organisation strategy;</p> <p>b) Describe the effects of employee satisfaction and motivation on performance management, and how this is affected;</p> <p>c) Coordinate the different reward management strategies that may be implemented within an organisation;</p> <p>d) Demonstrate how performance and rewards are related and affect overall organisational performance.</p>
	<p>Module-Specific Learner Skills <i>(Over and above those mentioned in Section B)</i></p> <p>At the end of the module/unit the learner will be able to</p> <p>a) Describe the importance of performance management within organisational strategies;</p> <p>b) Adapt different rewards to motivate employees based upon their level of performance and motivation;</p> <p>c) Identify which financial and non-financial rewards are more appropriate in specific situations.</p>

<p>Module-Specific Digital Skills and Competences <i>(Over and above those mentioned in Section B)</i></p> <p>At the end of the module/unit, the learner will be able to</p> <p>a) Compile and interpret statistical comparisons related to employees' performance appraisal results;</p> <p>b) Prepare improved powerpoint presentations to be used in presenting information.</p> <p>etc.</p>	
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