

# K-OneNews Flash

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## Staff Training and Development ~ Understanding Job Description, Job Analysis,

### Key Performance Indicators and Appraisals

Forward thinking organizations emphasise on a vision-driven and participative work environment which promotes commitment toward continuous performance.

On 21 August 2015, twenty-two staff of the K-One Group completed the ‘Understanding Job Description, Job Analysis, Key Performance Indicators and Appraisals’ course held in the Ibis Style Hotel, Ipoh, Perak. The objective of this training programme is to arm our staff with the knowledge to develop a systematic approach to establish Key Result Areas (KRAs), setting up measurable goals and delivering continuous performance management in order to achieve organizational success. With clearly defined KRAs and monitoring of the degree of success through Key Performance Indicators (KPIs), these combinations would effectively facilitate the K-One Group’s staff to continuously meet or surpass our corporate goals.



Back to the classroom



Brainstorming session as a team

The training session was organised by the Malaysian Institute of Human Resource Management (MIHRM) and facilitated by Mr. Chan Wang Tak. Mr. Chan has more than thirty years of hands-on experience in human resource management in many industries such as electronics manufacturing, fast moving consumer products, garments and textiles. His experience also entails industrial relations and once sat as a panel member of the Industrial Court. Currently, he provides HR consultancy services to multinationals and local companies in the cement manufacturing, steel manufacturing, property, realty development, furniture making and the education industries.

Through this workshop, the K-One Group staff learnt the effective skills to prepare and conduct successful performance appraisals in order to generate positive outcome. Mr. Chan shared on case studies, best practices and common barriers to effective performance management and appraisals and reiterated the important link between organizational success and the staff performance. The group exercises and presentations were useful as they reinforced the importance of strategically aligning the individual/departmental/project goals with K-One's corporate goals.



Presentation of KRAs and KPIs



Cheers to a fruitful day of learning and sharing

Staff performance underpins the success of the K-One Group. As such, staff who understand the significance of their role and value of their contribution toward the advancement of the Group's purpose, coupled with clear directions, performance monitoring, competency and guidance from the superiors and management will positively impact the organization's performance.