

ACHIEVE ORGANISATIONAL PERFORMANCE STANDARDS

PRE-COURSE WORK

Dear Learner,

Congratulations on your nomination to attend our program in **ACHIEVE ORGANISATIONAL PERFORMANCE STANDARDS**. We trust that you will find this an insightful experience.

As part of the preparation for the program, we need to ask you to gather the following information, which you will need on the first day of your course:

1. Your company mission, vision and value statements
2. A job description of your team members. If you do not have them, ask your HR department to assist you.
3. A SWOT analysis of your department. If you have not done one, use the guidelines below to compile one.

GUIDELINES ON SWOT

What is a SWOT analysis?

This is simply an acronym used for a method to look at the Strengths, Weaknesses, Opportunities and Threats in a specific area.

What do I need to prepare for a SWOT session?

As background, you need to present to the team your Company vision, mission and values. You also need to agree what your department's role is in assisting/contributing towards achieving the company goals.

Also explain to the team that, when brainstorming the SWOT, they need to continuously ask if the point in discussion will assist the group in contributing towards the company's success.

How do I start the process?

It is best to do a SWOT as a group. Schedule a meeting with your team members. Ask them to allow at least 2 hours for the meeting. Explain to the group that you have been nominated for this Performance Management Course, and as part of the Objective setting process, you will need their inputs. Also commit yourself to give

feedback and take the process further once you have completed the course. Ask the team to brainstorm the following:

- Strengths: What is your team really good at?
- Weaknesses: What should the team really work on improving
- Opportunities: Are there any internal/external opportunities your team can take up in order to maintain or improve on performance?
- What types of threats (usually external) can hamper your team's performance?

Start at the left upper block and brainstorm each block as a team. Get a team member to be the scribe and document all on a flipchart.

STRENGTHS	WEAKNESSES
OPPORTUNITIES	THREATS

How do I conclude the process?

Long lists are often cumbersome. If your lists are too long, ask the group to prioritise 5 per block.

Remember to commit yourself to feedback to the team when you return from the course.

Enjoy your pre course work, and we are looking forward meeting you in person on the course!

Best regards.

The Peritum Team