



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Job efficiency level

Objectives

- Determine to what extent the Department has been able to achieve its specific tasks.
- Know the causes of deviations from the specific performance measure.
- Suggest ways to address areas beyond the management's control.
- Develop incentives to improve performance.

Who Should Attend?

- Team leaders and supervisors
- Directors and Heads of Departments
- Executives
- Employees of the administrative sector
- Secretary and office supervisors
- Team leaders and professionals

Seminar Outline

DAY 1

- Identification of special needs.
- Help improve current performance.

DAY 2

- Evaluate past performance level.
- Define specific performance goals.

DAY 3

- Provide feedback to employees about their level of performance.



DAY 4

- Assistance in power and human resources planningS.

DAY 5

- Assist in career planning.



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