Certificate in Performance Management

Syllabus. Online, self-paced and assessed by examination. Passing carries the designation Certified Performance Management Professional (CPMP) from the Institute for Performance Management.

Format
Ten modules, about twelve hours
Fully online and self-paced
Six months to complete
Video, case studies and ebooks

Assessment
Online exam, 70% pass mark
Up to six attempts
Digital certificate on passing
Eligible for 12 SHRM PDCs

Price and risk
USD 950 per manager
3 seats USD 2,550
5 seats USD 3,995
Module 3 free before you buy
Full refund within 30 days, up to module 5

The ten modules

1 Introduction

Fundamentals, key terminology and the acronyms. The rest of the course depends on a shared vocabulary, because these words mean different things in different companies.

2 Strategic alignment

Linking performance metrics to vision, mission, strategy and objectives. The thread that connects what one person is measured on to what the organisation is trying to do.

3 The performance management cycle

The cycle and the models used to run it through the year. This is the module opened by the free trial.

4 Goals and objectives

Writing goals that survive contact with real work, including OKRs and how they differ from KPIs.

5 Performance and development plans

Best practice in building them, and how to help someone who is falling short. Includes a case study.

6 Planning and managing appraisals

Structuring the appraisal meeting, 360 degree feedback and self review. Includes a case study.

7 Managing underperformers

Defining and diagnosing underperformance objectively, then the strategies that actually change it.

8 A culture of performance

Building performance into how a team works rather than running a process once a year.

9 AI in performance management

Where AI helps at each stage of the cycle and where judgement stays in charge: drafting objectives and reviews without handing over the rating, protecting employee data and being open about its use. Includes a case study.

10 Inclusive performance management in hybrid and remote teams

Proximity bias, outcome-based objectives, check-ins at a distance and rating people on the same terms wherever and however they work. Includes a case study.

Who it is for

Business managers and supervisors who appraise, develop and are accountable for other people, written for commercial organisations with particular attention to fast-growing companies. No prerequisites.

Syllabus review

The original syllabus was reviewed and approved before publication by the Institute's Industry Advisory Council, nine senior business leaders at organisations including IBM, BP, Dell, HP, Fujitsu, GoDaddy and Hitachi.

SHRM recertification

The Institute for Performance Management is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP® or SHRM-SCP®. This program is valid for 12 PDCs for the SHRM-CP® or SHRM-SCP®. The CPMP is the Institute's own designation and is not a SHRM certification.

Try Module 3 free: certifiedperformance.org/free-trial. Purchase or team seats: certifiedperformance.org/performance-management-courses