



BUYOLO
BUSINESS | ADVISORY | SERVICES

Foremen Training

Client

Western Cape Education Department

Objectives

The programme explores the role played by school foremen. It also explores methods of performance appraisal and monitoring.

Tactics employed

- Demonstrating Individual Performance Plans (IPP)
- Discussing Monitoring and Review Performance
- Explaining Annual Performance Appraisals
- Exploring the objectives of the SPMSD
- Discussing job description of foremen as well as the delegation of functions

Outcomes

By the end of the workshop, delegates should have:

- better insight into Annual Performance Plans and Appraisals
- better insight into their own job descriptions