



# WHY DO YOUR BEST PEOPLE LEAVE WHILE LAZY ONES STAY?

## MANAGING & IMPROVING STAFF PERFORMANCE

*A Practical Workshop to Set Goals, KPIs and Performance Talk*

### Does it sound so familiar?

- Your most hardworking employee feel unappreciated and resign
- You are fed up with staff who do the minimum and get away with it.
- You've never set proper KPIs because it feels too complicated or corporate.
- You avoid performance talks because you're afraid of hurting feelings.

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You're not alone. Most SME weren't trained in HR, and formal appraisals feel like big company stuff. But with AI-powered tools, you can finally build fair systems that actually work.

### IN JUST 1 DAY, YOU WILL LEARN HOW TO:

- 01** Set clear job-based goals and Key Result Areas (KRA) that aligned to business direction.
- 02** Turn daily work activities into measurable KPIs using simple AI prompts.
- 03** Have performance conversations that are firm, fair, and feel natural.
- 04** Build a simple but effective appraisal system that keep your best employees.

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### Who should attend?

- SME owners and business leaders
- HR/ Admin staff managing employee matters
- Team leaders who need to guide and grow others

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