

Philadelphia University	 PHILADELPHIA UNIVERSITY <small>THE WAY TO THE FUTURE</small>	Approved Date: 18/9/2024
Faculty: Business		Issue: 1
Department: Business Administration		Credit Hours: 3 hours
Academic Year: 2024/2025		Degree: Bachelor

Course Information

Course No.	Course Title	Prerequisite
0330402	Performance Management	75 hours
Course Type		Class Time
<input type="checkbox"/> University Requirement <input type="checkbox"/> Faculty Requirement <input type="checkbox"/> Major Requirement <input checked="" type="checkbox"/> Elective <input type="checkbox"/> Compulsory		17:15-18:30 Wednesday
Room No.		
Course Level*		Hours No.*
<input type="checkbox"/> 6 th <input checked="" type="checkbox"/> 7 th <input type="checkbox"/> 8 th <input type="checkbox"/> 9 th		93

Instructure Information

Name	Office No.	Phone No.	Office Hours	E-mail
Dr. Shadi Altahat	32418	2551	Saturday - Tuesday 09:30-14:00	saltahat@philadelphia.edu.jo

Course Delivery Method

<input type="checkbox"/> Blended	<input checked="" type="checkbox"/> Online	<input type="checkbox"/> Physical
Learning Model		
Percentage	Synchronous	Asynchronous
	50%	50%
		Physical
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Course Description

This course covers the key principles and practices for effectively assessing and enhancing employee performance within an organization. Participants will learn how to set clear performance expectations, provide constructive feedback, conduct performance evaluations, and align individual goals with organizational objectives. The course also explores tools and techniques for motivating employees, addressing performance issues, and fostering a high-performance culture.

Course Learning Outcomes

Number	Outcome	Corresponding Program Outcomes
Knowledge		
K1	Understand the principles of performance management and how they contribute to organizational success.	Kp1
K2	Define Goal-Setting and Alignment , how to set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals and align individual objectives with broader organizational goals.	Kp2
K3	Description of professional and practical knowledge of performance management .	Kp4
Skills		
S1	Communicating effectively . Effective Feedback Delivery: Develop skills in delivering constructive, actionable feedback that motivates employees to improve performance.	Sp1
S2	Employ updated technology for Conducting Performance Appraisals: Build the ability to assess and appraise employee performance objectively and consistently.	Sp2
Competencies		
C1	Formulate strategies that build Competence in aligning individual performance with organizational goals to drive business success.	Cp1

Learning Resources

Course Textbook	<ul style="list-style-type: none"> Performance Management Fifth Edition by Herman Aguinis - The George Washington University School of Business, USA (2023)
Supporting References	<ul style="list-style-type: none"> Strategic Performance Management Accounting for Organizational Control By Ralph W. Adler 2nd Edition(2022) Armstrong's Handbook of Performance Management by Michael Armstrong (2022)
Supporting Websites	www.ebsco.com http://library.philadelphia.edu.jo/ST_EN.htm https://bit.ly/3vblsIH (APA7 Referencing)
Teaching Environment	Classroom <input type="checkbox"/> laboratory <input checked="" type="checkbox"/> Learning Platform <input type="checkbox"/> Other <input type="checkbox"/>

Meetings and Subjects Time Table

Week	Topic	Learning Method*	Task	Learning Material
1	<ul style="list-style-type: none"> Course introduction 	<ul style="list-style-type: none"> Orientation 	<ul style="list-style-type: none"> Introduce the instructor 	<ul style="list-style-type: none"> Syllabus

			<ul style="list-style-type: none"> • Meet students • Class ground rules • Syllabus introduction 	
2	<ul style="list-style-type: none"> • Introduction of Performance Management 	<ul style="list-style-type: none"> • Lecture • Collaborative learning • Problem solving based learning 	<ul style="list-style-type: none"> • Read chapter • Discussions • Mind mapping and Brainstorming 	<ul style="list-style-type: none"> • Chapter 1
3	<ul style="list-style-type: none"> • Importance of performance management 	<ul style="list-style-type: none"> • Lecture • Collaborative learning • Problem solving based learning 	<ul style="list-style-type: none"> • Read chapter • Discussions • Mind mapping and Brainstorming • 	<ul style="list-style-type: none"> • Chapter 1
4	<ul style="list-style-type: none"> • Performance Planning And Analysis • Performance planning 	<ul style="list-style-type: none"> • Lecture • Collaborative learning 	<ul style="list-style-type: none"> • Read chapter • Discussion • Video • 	<ul style="list-style-type: none"> • Chapter 2
5	<ul style="list-style-type: none"> • Performance analysis 	<ul style="list-style-type: none"> • Lecture • Collaborative learning 	<ul style="list-style-type: none"> • Read chapter • Discussion • Video 	<ul style="list-style-type: none"> • Chapter 2
6	<ul style="list-style-type: none"> • Benefits of Performance analysis 	<ul style="list-style-type: none"> • Lecture • Collaborative learning 	<ul style="list-style-type: none"> • Read chapter • Discussion • Quiz 	<ul style="list-style-type: none"> • Chapter 2
7	<ul style="list-style-type: none"> • Performance Review And Discussion 	<ul style="list-style-type: none"> • Lecture • Collaborative learning 	<ul style="list-style-type: none"> • Read chapter • Discussion • Mind mapping and Brainstorming 	<ul style="list-style-type: none"> • Chapter 3
8.a	<ul style="list-style-type: none"> • Performance Appraisal • Appraisal Factors 	<ul style="list-style-type: none"> • Lecture • Collaborative learning 	<ul style="list-style-type: none"> • Read chapter • Discussion • Mind mapping and Brainstorming • Course online in Creative thinking skill (Edraak platform) 	<ul style="list-style-type: none"> • Chapter 3
8.b	Mid term Exam			
9	<ul style="list-style-type: none"> • Objective Of Performance 	<ul style="list-style-type: none"> • Problem solving based learning 	<ul style="list-style-type: none"> • Read chapter • Discussion 	<ul style="list-style-type: none"> • Chapter 3

	Review Discussion	<ul style="list-style-type: none"> Lecture Collaborative learning 		
10	<ul style="list-style-type: none"> Implementing Performance Management System 	<ul style="list-style-type: none"> Lecture Collaborative learning 	<ul style="list-style-type: none"> Read chapter Discussions 	<ul style="list-style-type: none"> Chapter 4
11	<ul style="list-style-type: none"> Operationalizing change 	<ul style="list-style-type: none"> Lecture Collaborative learning 	<ul style="list-style-type: none"> Read chapter Discussions 	<ul style="list-style-type: none"> Chapter 4
12	<ul style="list-style-type: none"> Advantages and disadvantages of performance management . 	<ul style="list-style-type: none"> Lecture Collaborative learning 	<ul style="list-style-type: none"> Read chapter Discussions Team work 	<ul style="list-style-type: none"> Chapter 4
13	<ul style="list-style-type: none"> Appraisal And Reward Systems 	<ul style="list-style-type: none"> Lecture Collaborative learning 	<ul style="list-style-type: none"> Lecture Collaborative learning 	<ul style="list-style-type: none"> Chapter 5
14	<ul style="list-style-type: none"> Characterstics of performance appraisal 	<ul style="list-style-type: none"> Lecture Collaborative learning Problem solving based learning 	<ul style="list-style-type: none"> Read chapter Discussion Mind mapping and Brainstorming 	<ul style="list-style-type: none"> Chapter 5
15	<ul style="list-style-type: none"> Advantages and disadvantages of of performance appraisal 	<ul style="list-style-type: none"> Lecture Collaborative learning Problem solving based learning 	<ul style="list-style-type: none"> Read chapter Discussion Mind mapping and Brainstorming 	<ul style="list-style-type: none"> Chapter 5
16	Final Exam			

*Includes: lecture, flipped Class, project based learning, problem solving based learning, collaboration learning.

Course Contributing to Learner Skill Development

Using Technology
<ul style="list-style-type: none"> Students will use several offline software (i.e Microsoft Office) or online software (i.e Prezi and Google Slides) to deliver their presentations. Students will use the internet search engines to capture needed data and information to perform their assignments. Students will use the electronic email for submitting the required documents.
Communication Skills
<ul style="list-style-type: none"> Students will develop their verbal and nonverbal communication skills by participating in classroom activities, group work, and presentations. Students will use creative and critical thinking while participating in classroom discussions, solving issues, and performing various assignments.
Application of Concept Learnt
<ul style="list-style-type: none"> Students will reflect on the acquired knowledge of Entrepreneurship and Small Business Management concepts, principles, and models using Adult Learning Methods

Assessment Methods and Grade Distribution

Assessment Methods	Grade	Assessment Time (Week No.)	Course Outcomes to be Assessed
Mid Term Exam	% 30	8 th week	K1, K2, S1
Term Works*	30%	10% Team work 12 th week	K1, K2, K3 S1, C1
		10% Course online in Creative thinking skill (Edraak platform) 8 th week	
		10% Quiz 6 th week	
Final Exam	% 40	16 th week	K2, K3, S1,S2
Total	%100		

* Include: quizzes, in-class and out of class assignment, presentations, reports, videotaped assignment, group or individual project

Alignment of Course Outcomes with Learning and Assessment Methods

Number	Learning Outcomes	Learning Method*	Assessment Method**
Knowledge			
K1	Understand the principles of performance management and how they contribute to organizational success.	<ul style="list-style-type: none"> Lecture Collaborative learning Problem solving based learning 	<ul style="list-style-type: none"> Exam In-class Activities
K2	Define Goal-Setting and Alignment , how to set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals and align individual objectives with broader organizational goals.	<ul style="list-style-type: none"> Lecture Collaborative learning Problem solving based learning 	<ul style="list-style-type: none"> Exam In-class Activities
K3	Description of professional and practical knowledge of performance management .	<ul style="list-style-type: none"> Lecture Collaborative learning Problem solving based learning 	<ul style="list-style-type: none"> Exam In-class Activities Team work
Skills			
S1	Communicating effectively . Effective Feedback Delivery: Develop skills in	<ul style="list-style-type: none"> Collaborative learning 	<ul style="list-style-type: none"> Exam

	delivering constructive, actionable feedback that motivates employees to improve performance.	<ul style="list-style-type: none"> • Project based learning 	<ul style="list-style-type: none"> • In-class activities • Presentation • Role play • Group Assignment
S2	Employ updated technology for Conducting Performance Appraisals: Build the ability to assess and appraise employee performance objectively and consistently.	<ul style="list-style-type: none"> • Collaborative learning • Problem solving based learning 	<ul style="list-style-type: none"> • In-class activities • Individual and group assignment
Competencies			
C1	Formulate strategies that build Competence in aligning individual performance with organizational goals to drive business success.	<ul style="list-style-type: none"> • Flipped class • Project based learning 	<ul style="list-style-type: none"> • In-class activities • Role play • Group Assignment

*Include: lecture, flipped class, project based learning, problem solving based learning, collaboration learning.

** Include: quizzes, in-class and out of class assignments, presentations, reports, videotaped assignments, group or individual projects.

Course Policies

Policy	Policy Requirements
Passing Grade	The minimum pass for the course is (50%) and the minimum final mark is (35%).
Missing Exams	<ul style="list-style-type: none"> • Anyone absent from a declared semester exam without a sick or compulsive excuse accepted by the dean of the college that proposes the course, a zero mark shall be placed on that exam and calculated in his/her final mark. • Anyone absent from a declared semester exam with a sick or compulsive excuse accepted by the dean of the college that proposes the course must submit proof of his/her excuse within a week from the date of the excuse's disappearance, and in this case, the subject teacher must hold a compensation exam for the student. • Anyone absent from a final exam with a sick excuse or a compulsive excuse accepted by the dean of the college that proposes the material must submit proof of his/her excuse within three days from the date of holding that exam.
Attendance	The student is not allowed to be absent more than (15%) of the total hours prescribed for the course, which equates to six lecture days (n t) and seven lectures (days). If the student misses more than (15%) of the total hours prescribed for the course without a satisfactory or compulsive excuse accepted by the dean of the faculty, he is prohibited from taking the final exam and his/her result in that subject is considered (zero), but if the absence is due to illness or a compulsive excuse accepted by the dean of the college that The article is introduced, it is considered withdrawn from that article, and the provisions of withdrawal shall apply to it.
Academic Integrity	Philadelphia University pays special attention to the issue of academic integrity, and the penalties stipulated in the university's instructions are applied to those who are proven to have committed an act that violates academic integrity, such as cheating, plagiarism (academic theft), collusion, intellectual property rights.

Program Learning Outcomes to be Assessed in this Course

Number	Learning Outcome	Course Title	Assessment Method	Targeted Performance level
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Description of Program learning Outcomes Assessment Method

Number	Detailed Description of Assessment

Assessment Rubric of the Program Learning Outcomes

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