



*Training Course:  
Evaluating performance & quality control for  
employees*

*22 - 26 July 2024  
Accra (Ghana)*

## Training Course: Evaluating performance & quality control for employees

Training Course code: PS1159 From: 22 - 26 July 2024 Venue: Accra (Ghana) - Training Course Fees: 5950 € Euro

### Introduction

Sustained public relations campaigns can help drive strategic organizational change, build public perceptions, and drive reputation with key stakeholders. Well planned and executed campaigns are a cost-effective means of changing perceptions and increasing stakeholder value for an organization.

This powerful program takes a problem-solving approach to the design of PR campaigns. By closely fitting the campaign to core business priorities as well as project objectives campaign design reinforces key messages and organizational strategy. Participants will develop the skills to design, plan, cost, deliver, and evaluate campaigns using the full range of PR media and channels. Case study examples in print and video will be used throughout. Action planning for the workplace to put ideas into action is a strong feature of the program.

Highlights of the program include:

- Powerful planning tools
- A wealth of practical examples and frameworks
- Personal coaching and advice
- Incorporation of your own content into the program giving real, useable outputs
- A practical and theoretical toolkit for use beyond the course

### Course Objectives of Evaluating performance & quality control

- To examine the range of PR campaigns and the purposes that they can achieve
- To develop a problem-solving approach to match the PR campaign strategy to business objectives
- To plan PR campaigns to meet need setting clear objectives with behavioral outcomes and measurable results
- To examine a wide range of successful campaigns to judge the different strategies and use of channels and media
- To measure risk presented during a campaign by increased public and media scrutiny and to plan to mitigate these risks
- To learn how to evaluate PR campaigns to demonstrate success to the business and to develop campaign methodology

### Course Methodology of Evaluating performance & quality control

The program is an activity and discussion-based. Formal presentations will be balanced by a range of case studies, practice problems, and group discussions. Sharing the experience of the participants is an important feature and delegates will have the opportunity to discuss their own projects or challenges in an environment focussing on solving those problems. Real examples presented on DVD are a strong part of the course.

### Organizational Impact of Evaluating performance & quality control

Communicating effectively with key stakeholders is vital to the delivery of business goals. This program

demonstrates how:

- PR can be a key element of business strategy through coherent and focused campaigns.
- Clear business results can be driven by well-planned campaigns
- Reputation and Brand can be enhanced through well-designed campaigns
- Risks involved in raising profile can be identified and mitigated
- Results can benefit all of your key stakeholders

## Personal Impact of Evaluating performance & quality control

The seminar examines a wide range of communications issues, skills, and opportunities. As well as developing further personal competencies, the seminar helps participants:

- To develop a more effective approach to communication in the workplace
- Select and use the best tools to add value to the organization at a strategic level
- Develop personal action planning and understand how to "sell" ideas to top management
- Plan evaluation of the campaign so that results are recognized within the organization
- To build confidence and mastery through personal coaching and advice

## Course Outlines of Evaluating performance & quality control

### DAY 1

#### Effective PR Campaigns

- Welcome and introduction
- Perceptions of PR among senior managers
- The global information village
- Putting a cash value on reputation and the PR that builds it
- PR campaigns - their use and their risks
- Case study examples - what works and what does not
- Practical example - tackling a business challenge
- An introduction to evaluation

### DAY 2

#### A Problem-Solving Approach to Campaigns

- Brand, identity and image, the basis of reputation
- Assessing your reputation and the use of "gap" analysis
- The origins of PR and its foundations in the social sciences
- Business strategy and problem identification
- Problem-solving methods - choosing the right one
- Problem analysis - desk research, stakeholder analysis, PEST, and SWOT
- Setting measurable objectives
- Force field analysis and risk identification

### DAY 3

#### Planning and Costing Campaigns

- Identifying the stages of the campaign and decision points
- Preparing an effective schedule - critical path analysis
- Critical path analysis
- Costing the plan and preparing a budget
- Anticipating risk and planning to meet it
- Practice case-studies
- Identifying stakeholders and their role in relation to the campaign
- Co-ordinating campaign elements across stakeholder groups

#### DAY 4

##### Channels, Delivery, and Evaluation

- From strategy to tactics
- Environmental scanning
- Developing a media relations plan
- Crisis media relations
- Principles of evaluation
- Research tools and methods
- Channel effectiveness and use of media
- Social media and tools
- Using influencer strategies to multiply the effectiveness

#### DAY 5

##### Putting it all together - Effective Delivery in Your Organisation

- A risk-management approach
- Dealing with contingencies
- Winning support - selling ideas to others in the business
- Presenting your case to senior management
- Reading body language and other signals
- Integrating your campaign into your own media and company reporting
- Ensuring that results are seen and credited
- Personal action planning

## Registration form on the Training Course: Evaluating performance & quality control for employees

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
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place.

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E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
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