

Daily supervision is chance to evaluate sub. Conduct evaluation for developing sub to better fulfill expectation

## Evaluate ability of employee following process of PDCA



### ★ Evaluate sub everyday not for deciding salary but for developing sub

- ♦ Set target based on expectation to employee toward sustainable development of company
- ♦ Daily supervise sub's work, evaluate and instruct sub
- ♦ Review result, share improvement action with sub thru feed back interview

#### Feature of WS

- ♦ Experienced Vietnamese Trainer will conduct the course
- ♦ The training result report containing test and practice result will be sent to participating company after the course

### □ Overview of the course

#### Day 1 (HN: 05<sup>th</sup> October)

##### 1. Purpose and meaning of ability evaluation

**Lecture:** Evaluate toward developing employee and discover talent for the future

**Practice:** Identify current issues at evaluation

##### 2. Recognize expectation from company

**Lecture:** Recognize expectation from company philosophy, direction and grade description

**Practice:** Recognize expectation based on own case

##### 3. Rotate ability management PDCA

**Lecture :** Employee evaluation is day to day activity, not the year end activity

**Practice :** Identify issues in current rotating of PDCA

#### Day 2 (06<sup>th</sup> October)

##### 4. P: Define purpose/target and measure

**Lecture:** Following defined purpose of better fulfilling expectation, set target and define measure

**Practice:** Set target

##### 5. D: Evaluate and Instruct day to day

**Lecture:** Toward achieving purpose & target, evaluate and instruct timely day to day

**Practice:** Analyze employee's work status and identify improvement action

##### 6. C/A: Conduct evaluation and share improve action thru feedback interview

**Lecture:** Analyze result, share improvement action

**Practice:** Role play feedback interview

### □ Workshop information

#### Lecturer

Vietnamese professional (in Vietnamese)

#### Date & Time

Ha Noi: 05<sup>th</sup> & 06<sup>th</sup>, October, 2023, AM 08:30 ~ PM 05:00

#### Fee

Offline: 4,700,000VND/pax (include lunch, not include 8%VAT)

Online: 4,350,000VND/pax (not include 8%VAT)

#### Way of holding WS

Will be informed about 1 week before the WS date (Offline or Online)

**Please contact us now!**

#### International Management Training & Consulting

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