

Develop ability of evaluator toward achieving “company target” & “ideal image of employee”

## Rotating Performance Evaluation PDCA

★ Performance evaluation not for negotiating result but for identifying improvement opportunity

- ◆ Understand purpose of evaluation as realizing ideal image of employee
- ◆ Share purpose and target. Evaluate and feedback through day to day work
- ◆ Interview for reviewing result and define improvement points for future

### Feature of WS

- ◆ Experienced Japanese Trainer will conduct the course in English
- ◆ 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: 12th Jan, HCM: 19th Jan)

#### 1. Purpose of HR management, performance evaluation

**Lecture:** Evaluate toward achieving ideal image of company and employees

**Practice:** Identify current issues at evaluation

#### 2. Ideal Image of employee, basics for performance evaluation

**Lecture:** Define evaluation criteria which navigates subordinates toward ideal image

**Practice:** Draw ideal image, define evaluation criteria

#### 3. Rotate performance management PDCA

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

**Practice :** Discuss current situation of rotating PDCA

Day 2 (HN: 13th Jan, HCM: 20th Jan)

#### 4. P: set and share purpose and target

**Lecture :** Set SMART target, sharing expectation and goal

**Practice :** Set target

#### 5. D: Evaluate and Feed back day to day

**Lecture :** Toward achieving target, evaluate and feedback timely day to day

**Practice :** Identify opportunities for evaluation at day to day work

#### 6. C/A: Conduct evaluation and feedback

**Lecture :** Conduct evaluation fairly and identify opportunity for improvement through interview

**Practice :** Role play feedback interview

### □ Workshop information

Lecturer

Japanese professional (in English with Vietnamese interpretation)

Date & Time

Ha Noi: 12<sup>th</sup> & 13<sup>th</sup>, January, 2017, AM 08:30 ~ PM 05:00

Ho Chi Minh: 19<sup>th</sup> & 20<sup>th</sup>, January, 2017, AM 08:30 ~ PM 05:00

Fee

5,000,000VND/pax (include lunch, not include VAT)

Venue

3 star hotel (announced after registration)

**Please contact us now!**

### International Management Training & Consulting

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