

Everyday supervising is chance to evaluate sub. Utilize evaluation for developing sub to achieve target

## Rotate Performance Evaluation PDCA by Evaluator

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

- ◆ 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 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: 08th Nov, HCM: 15th Nov)

#### 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: 09th Nov, HCM: 16th Nov)

#### 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

Vietnamese professional (in Vietnamese)

Date & Time

Ha Noi: 08<sup>th</sup> & 09<sup>th</sup>, November, 2018, AM 08:30 ~ PM 05:00

Ho Chi Minh: 15<sup>th</sup> & 16<sup>th</sup>, November, 2018, AM 08:30 ~ PM 05:00

Fee

4,200,000VND/pax (include lunch, excluded from VAT)

(Every 3 registrations from a company, 1 person among 3 will be invited for free)

Venue

Announced after registration

**Please contact us now!**

### International Management Training & Consulting

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