

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

Rotate Performance Evaluation 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: 07th October)

1. Purpose and meaning of performance 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 garde description

Practice: Recognize expectation based on own case

3. Rotate performance management PDCA

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

Practice : Identify issues in current rotating of PDCA

Day 2 (HN: 08th 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

Hanoi: 07th & 08th, October, 2021, AM 08:30 ~ PM 05:00

Fee

Offline: 4,500,000VND/pax (include lunch, not include VAT)

Online: 4,150,000VND/pax (not include 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

Contact: HN: Tel) 024.3222.2171, Mail) imtc_hanoi@imtc.vn, HCM: Tel) 028.3551.1900, Mail) imtc_hcmc@imtc.vn
Kenji Hachiya: Tel) 093.424.8018, Mail) hachiya@imtc.vn, Website) imtc.vn

Adress: Hanoi: 5th Floor, #138 Hoang Ngan, Trung Hoa ward, Cau Giay district.

HCM: Room 303, 3rd Floor, #29 Bach Dang, Ward 15, Binh Thanh district