

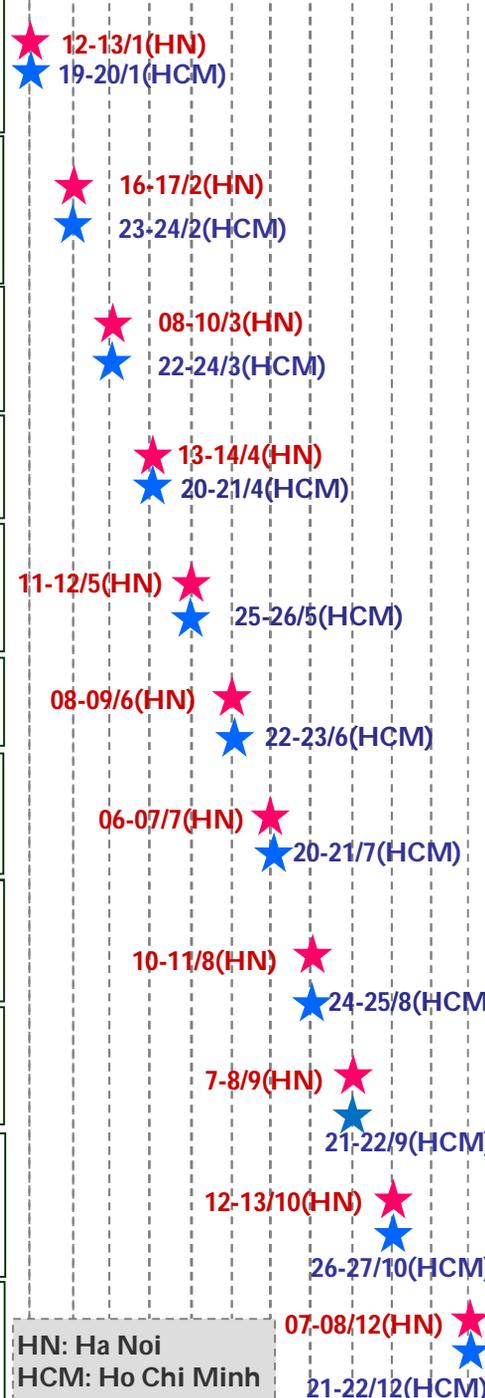
# Annual Workshop Schedule



- ★ For the continuous ability development of Vietnamese' staffs, training courses are arranged annually as below
- ★ Each course will be announced one by one after fixing the course dates
- ★ When there are requests to have courses at the site near to company or other subjects, please contact us

## Annual Workshop Schedule

Course name (2~3days/each)	Purpose of course	Major subjects to be studied	Month														
			1	2	3	4	5	6	7	8	9	10	11	12			
1. Rotate PDCA for performance evaluation	Performance evaluation is not the year-end activity and not for reviewing past result, but the on-going year-round activity for achieving target and improving ability	- Purpose of performance evaluation - PDCA for performance evaluation - Plan: set annual target - Do: day to day review and feed back - Check, Action: annual performance review and feedback interview	★	★													
2. How to conduct a meeting	Collect and combine experience and ideas from participants toward achieving shared target by the best way	- Agree on the goal of meeting - Share ground rules and method of making decision - All the members to contribute and combine ideas - Select win-win the best idea															
3. Direction deployment	Define ideal status from customer point of view, define direction from the gap between ideal and current situation	- Direction definition responsibility of manager - Understand company direction - Draw ideal image of division - Define direction, draw blue print															
4. Role & Responsibility of Team Leader	Recognize R&R such as achieve, maintain, improve target, and develop oneself and subordinates	- Purpose of company - R&R of Team Leaders - Target & Control items - Daily management points															
5. Role & Responsibility of Manager	Recognize R&R and way of doing work as manager who achieves target while developing organizational ability	- R&R of Manager, way of doing work - Achieve target through organizational ability - Identify in-depth issue															
6. Develop work plan and PDCA	Obtain basic way of work as planning the works before starting taking actions	- Importance of making plan - Methods to develop plan - Managing PDCA chart															
7. Advancing Human Resource System	HRM system is to achieve company vision/mission/target from HR perspective, so need to have integrated HRM to rotate HRM cycle	- Purpose of HRM - Rotate HRM cycle - HR Philosophy - Grading, Evaluation, Rewarding system															
8. Logical thinking through problem solving	Based on purpose and requirements of report, construct logical structure of story and content toward meeting purpose	- Clarify purpose and requirements - Design logical structure of report - Analyze data, define message - Developing logical report															
9. Better instructing subordinate & communication	Toward developing subordinates and achieving target, instruct subordinates from their point of view	- Know character, desire, ability of subordinates - Leadership style and behavior - Job instruction - Conflict management															
10. Role & Responsibility of HR dept.	HR manager to study strategic HR manager which supports company's sustainable growth and graduate from labor management	- Purpose of HR management - Ideal image of human resources - Deploy ideal image to each grades - Evaluate fulfillment to expectations to each grade objectively - Design reward as career path															
11. Strengthen 5Whys analysis in problem solving	Strengthen objective analysis ability in problem solving: identify point of cause, analyze root cause, propose countermeasures	- Common weak point in analysis - Strengthen Situation Analysis - Strengthen Problem Analysis - Strengthen Decision Analysis															



HN: Ha Noi  
 HCM: Ho Chi Minh