

Are you able to make fair evaluation and develop your staff through performance appraisal?

- ❑ Appraisers don't fully understand the purpose and meaning of appraisal system but simply think it is unnecessary and time-consuming.
- ❑ Unclear appraisal criteria as well as inconsiderate points of view of appraisers cause subjective and inconsistent evaluations, which leads to employee dissatisfaction.
- ❑ While appraisal system are thought to support human resource development, it cannot be fully utilized because appraisers are lacking of feedback skills and interview conducting skills.

This course helps appraisers understand the meaning of appraisal system, as well as improve appraisal skill and interview skill in order to develop staff's ability further.

PERFORMANCE APPRAISAL & FEEDBACK SKILL (2 DAYS)

~ For a fair evaluation and effective staff development ~

Training time - Venue

- Ho Chi Minh** ★15-16/10/2024 (Tue – Wed)
- Time: 8:30 ~ 16:30
 - Venue: T Floor, Nam Giao 1 Building, 261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist.
- Hanoi** ★22-23/10/2024 (Tue – Wed)
- Time: 8:30 ~ 16:30
 - Venue: 12F, Indochina Plaza Hanoi, 241 Xuan Thuy, Cau Giay District

Objective

- Understand the purpose of appraisal system and role of appraisers.
- Increase consciousness and conduct fair and appropriate evaluation by learning the appraisal process, system and how to set up appraisal items and criteria.
- Learn necessary skills that helps appraisal to result in staff development.

Target

Managers, Supervisors, Staff who are related to performance appraisal

Content

- Part 1: Manager's role and responsibility in performance appraisal**
- Role and responsibility of managers in performance appraisal
 - The purpose and importance of performance appraisal
- Part 2: Process and various methods for performance appraisal**
- Overall process of performance appraisal
 - Various methods for more effective performance appraisal conduct (360 degree feedback, evaluation by MBO, etc.)
 - Indicators for evaluating performance (KPI)
 - Methods of setting appraisal items and criteria
 - Common errors and tendency in appraisal
- Part 3: Necessary skills to conduct a successful appraisal interview**
- Questioning skill and positive listening skill ~7 rules for effective communication
 - Leading and persuasion skill
 - Effective feedback skill
 - Coaching skill for developing staff's potential
- Part 4: Effective interview for performance appraisal**
- Preparation for the interview
 - Interview process and key point notice
 - Understand and be able to control different types of employees during the interview
 - Deal with questions and negative response from staff
- Part 5: Appraisal results applied to staff development**
- Analyze needs for staff training and development based on appraisal results
 - Establish staff training and development plan
- Part 6: Action Plan**
- ※ The above content is subject to change without prior notices.

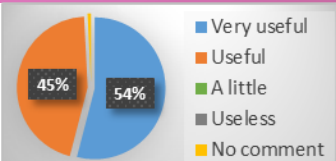
Course's Information

- [Language]** Vietnamese
- [Fee]** 5,400,000 VND/person (VAT excl.)
※For companies with 2-4 participants, training fee is discounted 5% ; with 5 or more participants, discounted 10%. (Applied separately for training on Ho Chi Minh and in Ha Noi)
- [Participant]** HCM: 28 people – HN: 30 people (First-come, first-served basic)
- [Method]** We applied **offline** training.
 In case offline training can't be carried out, we apply online training instead.
- [Registration]** Fill in the attached "Application form" and send to AIMNEXT via Email.

Trainer – Ms. T.T.P.Thanh

- Bachelor in international economics (Ho Chi Minh University of Social Sciences and Humanities).
- MBA graduate from Capitol University (USA).
- More than 30 year working experience and holding the executive positions in human resource and service business, including Director of Training and Development, Vice-director of the HR outsourcing and solution company.

Course evaluation result



Until 2018, the number of participants reached 258.
 * Number of evaluators: 246 people.

Participants' feedback

- The course is useful and suitable for the need to evaluate employees. It helps appraiser set appraisal criteria and provides them necessary skills for appraisal process. (A participants from 2017 course).
- After attending the course, I can evaluate employee more specifically and equally. (A participants from 2018 course).

For further information, please kindly contact us via:



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