



# HR FOR NON HR MANAGER

HCM: 17-18/7/2025

HN: 21-22/7/2025

- Do you agree that one of the most common reasons employees leave their jobs is dissatisfaction with their direct manager?
- Yet many managers are extensively trained in technical expertise—but receive far less guidance in managing people.
- Are you facing challenges in building an effective departmental structure, participating in recruitment, developing team members, conducting performance evaluations, or inspiring and motivating your staff?

🔑 Join AIMNEXT's training course to gain practical, modern human resource management skills. Strengthen your leadership, build a high-performing team, and take your management career to the next level!



## OBJECTIVE



Develop an HR management mindset and acquire modern HR skills.



Learn methods to design an optimal organizational structure with clear roles and responsibilities.



Gain the ability to analyze recruitment needs, create strategic recruitment processes, assign tasks, and support employee development.



Learn how to establish clear performance evaluation criteria and foster a motivating culture that drives engagement and retains talent.



## TARGET



Staff



Middle Manager



First-line Manager

Top Manager

## 2-DAY TRAINING

Learn HR not to become HR — but to grow your team!

### Part 1: Modern human resource management mindset & the role of department leaders

- Identify changes in modern human resource management
- Explore the strategic roles of department leaders in human resource development
- Align the departmental mission with organizational strategy
- Identify the value your department contributes to the organization

### Part 2: Designing an effective organizational and work structure

- Develop an optimal organizational chart for your department
- Clearly define the roles, responsibilities, and authority of each position
- Create job descriptions (JDs) based on competencies and performance expectations
- Apply the RASCI matrix in job assignment

### Part 3: Recruiting and attracting the right people

- Clarify the ideal candidate profile based on cultural fit and required competencies
- Design competency-based interview questions
- Implement a strategic and structured recruitment process
- Implement onboarding practices that speed up adaptation and improve retention

### Part 4: Assigning tasks - Training - Developing employees

- Apply task delegation principles based on employee competency levels (Dreyfus Model)
- Define the career development path for each employee
- Create an individual development plan (IDP)
- Take an active role in on-the-job training (OJT) as a department leader

### Part 5: Performance appraisal and feedback

- Establish performance evaluation criteria for individuals and teams (KPIs)
- Provide positive and constructive feedback through 1:1 coaching
- Build a transparent, fair and development-focused appraisal process

### Part 6: Departmental culture and team inspiration

- Define and communicate the core values of the department
- Establish expected behaviors and beliefs within the department
- Apply the SCARF model to enhance engagement
- Measure employee engagement through using the Gallup Q12 survey

### Part 7: Succession and retention planning

- Classify and assess employee capacity and potential using the 9-Box Grid
- Design a succession plan for key positions
- Develop a long-term strategy for talent retention

### Part 8: Action plan and continuous improvement

- Summarize key knowledge and tools covered
- Develop a 7-14-30 day action plan for departmental implementation
- Set up a monitoring mechanism to support continuous improvement through coaching

※ The above content is subject to change without prior notices



## TRAINING TIME & VENUE

Ho Chi Minh 17-18/7/2025 (Thu-Fri)  
Time: 8:30 ~ 16:30  
Venue: T Floor, Nam Giao 1 Building,  
261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist.

Ha Noi 21-22/7/2025 (Mon-Tue)  
Time: 8:30 ~ 16:30  
Venue: Floor 14, Hapro Building, 11B Cat Linh,  
Van Mieu-Quoc Tu Giam Ward, Dong Da Dist.



## TRAINER

Ms. D. H. GIANG

- PhD candidate in International Business Administration - Charisma University (United Kingdom).
- Co-founder and current CEO of a company specializing in high-level executive recruitment services.
- Former HR Manager at leading organizations such as FPT Software, VietGen Communication, Citysmart Vietnam,...
- Over 20 years of experience in human resource management and leadership development, including nearly 10 years of training and coaching for more than 100 large organizations and companies such as Zalo, FPT Software, Samsung, VNG, Shopee, Cotecons, and VSIP,...
- Expertise areas: leadership and team development, performance management, competency dictionary design, recruitment strategy, and talent retention, etc.



## COURSE INFORMATION

[Language] Vietnamese  
[Fee] 5,400,000 VND/person  
(Lunch for 2 days, excl. VAT).  
With 2-4 participants, discounted 5%;  
With 5 or more participants, discounted 10%.  
(Applied separately for training in HCM & in Ha Noi)

[Method] We applied offline training  
[Participants] HCM: 28 people – HN: 30 people (First-come, first-served basic).  
[Registration] Fill in the attached "Application form" and send to  
AIMNEXT via Email (training-vn@aimnext.com).

AIMNEXT  
Professional Training & Consulting



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In charge Ms. Loan Anh (English, Vietnamese)  
Mr. Nagayoshi Tasuku (Japanese)