



PERFORMANCE APPRAISAL SKILL

HCM : 16-17/10/2025
HN : 21-22/10/2025

- ✓ Appraisers don't understand throughout the purpose and meaning of appraisal system, and seemly think it is only troublesome and time-consuming task.
- ✓ As appraisal items and criteria are not clear, or appraisers do not have consistent thought, there is feeling in evaluation and big variation occurs. Unfair evaluation is one of the main reasons of employees' dissatisfaction.
- ✓ While appraisal system are thought to support human resource development, it can not be fully utilized because appraisers are lacking of feedback skills and interview conducting skills.



OBJECTIVES

- Understand the purpose of appraisal system and role of appraisers.
- Be able to increase consciousness and conduct fair and appropriate evaluation by learning the appraisal process, system and how to set up appraisal items and criteria..
- Learn communication skill and interview skill to be able to utilize appraisal result in staff development.



TARGET

- ☐ Staff
- ☒ First-line Manager
- ☒ Middle Manager
- ☐ Top Manager

2-DAY TRAINING

For a fair evaluation and effective staff development

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
- Errors and tendency in appraisal

Part 3: Necessary skills to conduct a successful appraisal interview

- Listening skill and positive listening skills
~ 7 rules for effective communication
- Leading and persuasion skill
- Feedback skill
- Coaching skill for developing staff's potential

Part 4: Holding an effective interview for performance appraisal

- Preparation for the interview
- Interview process
- Understand and be able to control different types of people during the interview
- Deal with questions and negative response from staff

Part 5: Applying appraisal results into staff development

- Analyze needs for staff training and development based on appraisal results
- Staff training and development plan

Part 6: Action Plan

※Above content is subject to change without prior notice..



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



TRAINING TIME & VENUE

Ho Chi Minh	16-17/10/2025 (Thu - Fri)
Time:	8:30 ~ 16:30
Venue:	T floor, Nam Giao Bldg 1, 261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist
Ha Noi	21-22/10/2025 (Tue - Wed)
Time:	8:30 ~ 16:30
Venue:	12F, Indochina Plaza Tower, 241 Xuan Thuy, Dich Vong Hau, Cau Giay Dist



TRAINER

Ms. D. T. H. TRANG

- Graduated Bachelor degree from Copenhagen Business School (Denmark) and Ritsumeikan University (Japan).
- Graduated Master of Business Administration (MBA) from University of Hawaii (USA).
- Over 5 years experience working in European automotive manufacturing company, and Japanese consulting firm in Tokyo, Japan. Over 12 years' experience in executive management's position. Currently, being General Director of AIMNEXT VIETNAM.
- Expertise areas: Training on Management Skills, Soft skills, Sales skills, Business skills for Japanese companies; and HR and Management consulting, etc.



COURSE INFORMATION

[Language]	Vietnamese
[Fee]	5,400,000 VND/Person (Lunch for 2 days, not including VAT). For companies with 2-4 participants, a 5% discount is applied & those with 5 or more participants, a 10% discount is available. (Applied separately for training in HCM & in Ha Noi)
[Method]	We applied offline training .
[Participants]	HCM: 28 người – HN: 30 người (First-come, first-served basic).
[Registration]	Fill in the attached "Application form" and send to AIMNEXT via Email (training-vn@aimnext.com).