

HR FOR NON-HR MANAGER

HCM: 18-19/6/2026

HN: 22-23/6/2026

- Is it a harsh reality that the primary reason employees quit is due to dissatisfaction with their direct managers?
- Meanwhile, most managers are heavily trained in technical expertise, leaving a critical gap in people management skills.
- Consequently, as a manager, do you find yourself facing challenges in structuring your department's personnel, recruiting the right talent, developing team capabilities, delivering impactful performance feedback, or motivating your workforce?

👉 Join AIMNEXT's training course to equip yourself with practical, modern HR management skills — empowering you to develop a strong team and take your management career to the next level!



OBJECTIVE

- ✓ Develop an HR management mindset and acquire modern HR skills
- ✓ Design outcome-based job structures, and standardize strategic recruitment and onboarding processes
- ✓ Build clear performance evaluation criteria, deliver constructive feedback, and confidently handle challenging HR situations
- ✓ Foster a motivating culture, map out career development pathways, and retain potential talent



TARGET

- Staff
- ✓ Middle Manager
- ✓ First-line Manager
- ✓ Top Manager

2-DAY TRAINING

Understand HR, not to do HR — but to grow your team!

Part 1: Human resource management mindset & the manager's roles

- Mindset Shift: Moving from pure task delegation to a holistic "Hire, Deploy, Develop, and Retain" approach
- The RACI Matrix: Defining responsibilities between Line Managers and HR
- The 5 key leadership roles of manager across the employee lifecycle

Part 2: Designing an effective work structure and delegation

- Defining clear roles, responsibilities, and expected deliverables for every position
- Difference between traditional Task-based JD vs Outcome-based JD
- Capability-based delegation and accountability mapping
- Practice: Designing outcome-based job descriptions

Part 3: Recruiting and attracting the right people

- Defining the ideal candidate profile through competency frameworks and cultural fit
- Interactive role-play: Conducting interviews using STAR and Behavioral Event Interviewing (BEI) techniques
- Identifying and mitigating unconscious bias in recruitment
- The 30-60-90 day onboarding roadmap to maximize new-hire retention

Part 4: Continuous performance evaluation and employee feedback

- Cascading departmental goals into individual goals
- Setting evaluation criteria using SMART and OKR frameworks
- Delivering impactful feedback via the SBI (Situation - Behavior - Impact) model
- Applying the GROW model to 1-on-1 coaching
- Overcoming common pitfalls in performance appraisal

Part 5: Motivating the team and handling difficult situations

- Applying Herzberg's Theory & Self-Determination Theory to engagement
- 10 non-financial levers to optimize total rewards strategies
- Diagnosing typical signs of employee demotivation
- Difficult Conversations Framework: Navigating tough discussions smoothly
- Real-world case studies and role-plays

Part 6: Human resource development and retention planning

- Mapping talent potential and performance using the 9-Box Grid
- The 70-20-10 Learning Model: The manager's role in accelerating growth
- Building Individual Development Plans (IDPs) for high-potential talent
- Designing succession plans for critical organizational roles
- Developing strategic retention maps to protect key assets

Part 7: Action plan

※ The above content is subject to change without prior notices



TRAINING TIME & VENUE

Ho Chi Minh	18-19/6/2026 (Thu-Fri)
Time:	8:30 ~ 16:30
Venue:	T Floor, Nam Giao 1 Building, 261-263 Phan Xich Long, Cau Kieu Ward
Ha Noi	22-23/6/2026 (Mon-Tue)
Time:	8:30 ~ 16:30
Venue:	Floor 14, Hapro Building, 11B Cat Linh, O Cho Dua Ward



TRAINER

Ms. P. T. HIEN

- Holds a Master's Degree in Human Resource Management and is currently a PhD Candidate at the University of Cambridge, UK.
- Former HR Director at prestigious multinational corporations and conglomerates, including Unilever Vietnam, PepsiCo Vietnam, Masan Group, TH Group, etc.
- A CIPD Level 7 Certified Professional & Chartered Fellow with over 21 years of deep expertise in Strategic HR Management, HR Systems, Organizational Design & Development (OD), Corporate Culture Transformation, Executive Coaching, etc.



COURSE INFORMATION

[Language]	Vietnamese
[Fee]	5,800,000 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) We applied offline training
[Method]	HCM: 28 people - HN: 30 people (First-come, first-served basic).
[Participants]	
[Registration]	Fill in the attached "Application form" and send to AIMNEXT via Email (training-vn@aimnext.com).



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