

TALENTNET - MERCER TRAINING WORKSHOP CALENDAR

2024



INTRODUCTION



Elevating HR Excellence in 2024 and Beyond



Within the contemporary HR landscape, professionals grapple with multifaceted challenges—constrained budgets, evolving employee expectations, and the relentless pace of technological advancement. Balancing these intricacies while managing staff shortages is a perpetual demand.

With an aim to support the HR professionals and build up the higher-performance workforce in Vietnam, especially in the area of Total Rewards, HR foundation competency & People Management skill, Talentnet - Mercer workshops are designed for participants to be equipped with **global methodologies**, **worldwide best practices** and **real local insights** to help make your organizations succeed.

In the swiftly changing realm of Human Resources, being proactive in developing competencies is fundamental for sustained success. As we approach 2024, the call to be active and forward-thinking resonates more than ever.

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talentnet  Mercer



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WORKSHOP CALENDAR

2024 HCM WORKSHOP CALENDAR



MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV
Mar 8th Building Fundamentals of Compensation 📅 Thuan Le	Apr 5th Getting started with benefits 📅 Thuan Le	May 24th Evaluation using Mercer IPE methodology 📅 Thuan Le	Jun 14th Competency Based Interview 📅 Phuong Nguyen	NEW UPDATE Jul 5th Pay for Performance: Short-term Incentives & Variable Pay 📅 Thuan Le	Aug 2nd Pay for Performance: Sales Incentives Design 📅📅 Hoa Nguyen Phuong Nguyen	NEW UPDATE Sep 6th Workforce Metrics & Analytics 📅📅 Hoa Nguyen & Trang Vu	NEW UPDATE Oct 4th Pay for Performance: Designing Salary Increment Matrix 📅 Thuan Le	Nov 1st Advanced Total Rewards Strategy 📅📅📅 Thuan Le
Mar 9th & 16th Essential People Management Skill for Business Manager 📅 Multi-trainer		NEW UPDATE May 31th Development Need Analysis 📅 Huong Nguyen	NEW UPDATE Jun 28th Designing Grades & Salary Structure 📅 Thuan Le	Jul 12th HR Business Partner 📅 Duyen Dao	NEW UPDATE Aug 9th Building Fundamentals of Compensation 📅 Thuan Le	NEW UPDATE Sep 13th Evaluation using Mercer IPE methodology 📅 Thuan Le	NEW UPDATE Oct 11th Designing Grades & Salary Structure 📅 Thuan Le	NEW UPDATE Nov 8th Develop Functional Matrix & Job Description 📅 Hoa Nguyen
				NEW UPDATE Jul 19th Unlock EQ 📅 Thanh Huong	NEW UPDATE Aug 16th Getting started with benefits 📅 Thuan Le		NEW UPDATE Oct 18th Unlock EQ 📅 Thanh Huong	



New update !



HR Fundamentals



Total Rewards
Professional Level



Total Rewards
Advanced Level



People Success



Other Talentnet
Certificate

📅 **Level of difficulty.**

This calendar is valid at the time of publishing and is subject to change due to unforeseen situation. Please follow our fanpage and email for the most updated information.

2024 HA NOI WORKSHOP CALENDAR

APR

JUN

SEP

Apr 11th

Develop Functional Matrix & Job Description

 Hoa Nguyen

Jun 21st

People Management Skill for People Manager (Day 1)

 Multi-trainer

Sep 19th

Evaluation using Mercer IPE methodology

 Thuan Le

Apr 12th

Workforce Metrics & Analytics

 Hoa Nguyen & Trang Vu

Jun 22nd


People Management Skill for People Manager (Day 2)

 Multi-trainer

Sep 20th


Advanced Total Rewards Strategy

 Thuan Le

 HR Fundamental

 Total Rewards Professional Level

 Total Rewards Advanced Level

 People Success

 Other Talentnet Certificate

 **Level of difficulty.**

This calendar is valid at the time of publishing and is subject to change due to unforeseen situation. Please follow our fanpage and email for the most updated information.

MERCER TOTAL REWARDS **CERTIFICATE**



Professional Certificate
4 workshops



Advanced Certificate
5 workshops

Experience Recommended

5+ YEARS

Certification

**MERCER INTERNATIONAL
CERTIFICATE**

Investment

54,600,000 VND
48,000,000 VND

MERCER TOTAL REWARDS **PROFESSIONAL** LEVEL CERTIFICATE



- Building fundamentals of Compensation**
- Position Evaluation using Mercer IPE methodology**
- Getting started with Benefits**
- Designing Grades & Salary Structure**

talentnet  Mercer

Experience Recommended

2+ YEARS

Certification

MERCER INTERNATIONAL CERTIFICATE

Investment

~~21,600,000 VND~~
20,000,000 VND

MERCER TOTAL REWARDS **ADVANCED** LEVEL CERTIFICATE



Workforce Metrics & Analytics



**Pay for Performance:
Sales Incentives
Design**



**Pay for Performance:
Short-term Incentives &
Variable Pay**



**Pay for Performance:
Designing Salary
Increment Matrix**



**Advanced Total
Rewards Strategy**

Experience Recommended

5+ YEARS

Certification

**MERCER INTERNATIONAL
CERTIFICATE**

Investment

**33,000,000 VND
30,000,000 VND**

REGISTRATION



Registration closes **07** days before the workshop date or when all slots are filled.



Payment or proof of payment (PO) is required at least **05** days prior to workshop date



GROUP OFFERS:

- **5%** discount for group ≥ 3 tickets
- **7%** discount for group ≥ 5 tickets
- **10%** discount for group ≥ 7 tickets
- **12%** discount for group ≥ 10 tickets

Note: This offer cannot be used in conjunction with any other discount or promotional offer.



CANCELLATION

- ≤ 03 days prior to training date: non-refundable
- > 3 days prior to training date: the ticket can be transferred to another participant or deferred to the next workshop
- Cancellation due to inadequate participant (less than 15 participants per workshop): all tickets will be deferred to the next workshop
- **No-show** on the day of the workshop: non-refundable

PRICE



Professional Level



Advanced Level

Building Fundamentals of Compensation

5,400,000 VND

Getting started with Benefits

5,400,000 VND

Position Evaluation using Mercer IPE methodology

5,400,000 VND

Designing Grades & Salary Structure

5,400,000 VND

Workforce Metrics & Analytics

6,600,000 VND

Pay for Performance: Sales Incentives Design

6,600,000 VND

Pay for Performance: Short-term Incentives & Variable Pay

6,600,000 VND

Pay for Performance: Designing Salary Increment Matrix

6,600,000 VND

Advanced Total Rewards Strategy

6,600,000 VND

** Prices are in VND and inclusive of 8% VAT*

PRICE

Certified by Talentnet

Competency Based Interview**5,400,000 VND****Training Need Analysis****5,400,000 VND****HR Business Partner****5,400,000 VND****Develop Functional Matrix & Job Description****5,400,000 VND****Unlock EQ****6,600,000 VND****People Management Skill****13,200,000 VND**



WORKSHOP OUTLINE



**MERCER TOTAL REWARDS
PROFESSIONAL LEVEL**



BUILDING FUNDAMENTALS OF COMPENSATION

This workshop provides in-depth education on the fundamentals of **compensation** that aligned with business strategies



01. Total Rewards **Framework** and Pay **philosophy**
02. Key principles for organizing and structuring **compensation elements**
03. Understanding of basic compensation **terminologies** and **compensation benchmarking**
04. Overview of **3P Compensation concept** - Pay for Position, Person & Performance
05. Focus on **Pay for Position** – Overview on Job evaluation
06. Brief introduction to **design grades** & **salary structure** - Implementation guidelines

BUILDING FUNDAMENTALS OF COMPENSATION

Target: C&B / Rewards professionals who are involved in developing, managing and facilitating compensation programs and rewards policy for the organization.



AGENDA

MORNING

1. Fundamental Frameworks
2. The '3-P' Compensation Mix Concept
3. Use of Surveys
4. Analysis of Survey Results

AFTERNOON

5. Pay for position
 - a. Job Evaluation
 - b. Grade Structure
 - c. Pay Structure
6. Pay Structure Implementation
7. Reflection & Closing

GETTING STARTED WITH BENEFITS

Supporting
business
strategies with
Benefits



01. **Introduction** to Benefits Program

02. **Role** of benefits in the organization

03. Defining a Benefits **Strategy**

04. Market **Positioning** and **Competitiveness**

05. Local market benefits **sharing**

GETTING STARTED WITH BENEFITS

Target: Head of HR, HRBP & HR professionals who are interested in benefits strategy.



AGENDA

MORNING

1. Introduction to Benefits Program
 - a. What are employee benefits?
 - b. Factor affecting benefits coverage
2. Role of benefits in the organization
 - a. Understanding the role that benefits play in the organization
 - b. How benefits enhance the employee experience
3. Defining a Benefits Strategy
 - a. Understanding the design and philosophy behind your organization's benefits policy
 - b. Element of a holistic benefits program

AFTERNOON

4. Market Positioning and Competitiveness
 - a. Selecting, Interpreting and analyzing market survey data
 - b. Understanding your organization's market positioning
5. Identify Gap
6. Viet Nam benefits market sharing and Mercer BenefitsMonitor™

POSITION EVALUATION USING MERCER METHODOLOGY


This workshop provides solid understanding on methodologies of **Mercer International Position Evaluation (IPE)**



- 01.** Understand the differences between a Role and a Job - Learn the steps to **role analysis**
- 02.** Fundamentals of position evaluation & principles of conducting **evaluation interviews**
- 03.** Application of **organization sizing** & impact on position evaluation outcomes
- 04.** Detailed understanding of **Mercer IPE methodology**
- 05.** Practice exercise of conducting evaluation across **5 factors** & **12 dimensions** of IPE
- 06.** Overview on **applications of position evaluation** across HR & organizational processes

POSITION EVALUATION USING MERCER METHODOLOGY

Target: HR and C&B professionals who are involved in developing, managing and facilitating compensation programs and rewards policy for the organization.



AGENDA

MORNING

1. The concept
2. Approaches to job evaluation
3. Role clarification
4. Mercer's IPE Overview
5. Mercer's IPE – Conducting job evaluation – Factor 1

AFTERNOON

6. Mercer's IPE – Conducting job evaluation – Factor 2 to Factor 5
7. Calibration process & Applications of IPE
8. Assessment: Case Study

DESIGNING GRADES & SALARY STRUCTURE

This workshop provides knowledge on structuring and positioning **The organization pay structure.**



01. **Methodologies** and **techniques** for designing internal grading and salary structure.

02. **Hands-on practical skills** needed to perform actual salary structure design by looking at the market data, internal progression requirements as well as grades structure.

03. Supplement theoretical and technical knowledge of grade levelling, salary structure design and addressing **challenges in implementing pay ranges** across levels for attracting and retaining the modern workforce.

DESIGNING GRADES & SALARY STRUCTURE

Target: HR and C&B professionals who are involved in developing, managing and facilitating compensation programs and rewards policy for the organization.



AGENDA

MORNING

1. Pay for Position Principle
2. Grade Structure Concept
3. How to design grades
4. Salary Structure Concept
5. Number of salary structures

AFTERNOON

6. Market Reference Point
7. Value in the full range
8. Steps to design salary structure
9. Pay Structure Implementation
10. Reflection & Closing



MERCER TOTAL REWARDS ADVANCED LEVEL

PAY FOR PERFORMANCE: SHORT-TERM INCENTIVES & VARIABLE PAY DESIGN

This workshop provides understanding on the shift from merit salary increases to **variable pay**, and create **long-term rewards plan**



01. Methodologies on **Pay for Performance** concept

02. The purpose and context of **variable pay** and **pay-mix**

03. Applying basic **short-term incentive design principles** to your organization, and calibration of results to rewards

04. What are **key performance considerations**

05. Reviewing the **returns on the incentive** spend

PAY FOR PERFORMANCE: SHORT-TERM INCENTIVES & VARIABLE PAY DESIGN

Target: HR professionals, Total Rewards specialists, compensation and benefits managers who want to understand and gain an overview of variable pay.



AGENDA

MORNING

1. 3-P Compensation Concept
2. The role of Performance Management
3. Introduction to Compensation Elements
4. Performance Bonus Overview & Eligibility

AFTERNOON

6. Funding and Budgeting
7. Performance Measures
8. Plan Mechanics
9. Test for Pay-for-performance

PAY FOR PERFORMANCE: DESIGNING SALES INCENTIVE PLAN

This workshop provides knowledge on 11 steps of designing a comprehensive sales incentive program to help drive the right behaviors from the sales force



- 01. Learn what is a **sales incentive plan** and what types of plans are available
- 02. Understand the **design process** of a sales incentive plan
- 03. Learn about the ten **critical decisions** when designing an incentive plan
- 04. Know how to **review** a sales incentive plans
- 05. Aware of **challenges** in designing sales incentive plans

PAY FOR PERFORMANCE: DESIGNING SALES INCENTIVE PLAN

Target: HR

professionals and managers who are involved in the development and implementation of sales incentives schemes in the organization.



AGENDA

MORNING

1. What is a Sales Incentive Plan
2. Best Practices in Designing Sales Incentive Plans
3. Design Elements in a Sales Incentive Plan
 - a. Reward Philosophy
 - b. Eligibility
 - c. Pay Levels / Target Total Cash
 - d. Pay Mix / Target Incentive
 - e. Leverage (or upside)

AFTERNOON

4. Design Elements in a Sales Incentive Plan (cont.)
 - a. Performance Measures
 - b. Plan Mechanics
 - c. Goals: Performance objectives
 - d. Pay Out Timing
 - e. Plan Administration
5. Challenges in Designing Sales Incentive Plans
6. Process to Review Sales Incentive Plans

PAY FOR PERFORMANCE: DESIGNING SALARY INCREMENT MATRIX

This workshop provides knowledge of Mercer methodologies on **planning & budgeting** organization's pay structure and how to develop an **annual increment matrix**



01. Understand **Mercer's approach** on planning and budgeting your company's compensation structure

02. Developing a **framework** for annual increment matrix

03. **Objectives and rationale** for conducting analysis to update compensation plans

PAY FOR PERFORMANCE: DESIGNING SALARY INCREMENT MATRIX

Target: This workshop is designed for HR professionals, HR managers, C&B managers and line managers who are involved in the development and implementation of compensation policies and practices.



AGENDA

MORNING

1. 3P Compensation Framework – Pay for Performance
2. Pay Increase Design
3. Pay Positioning and Performance (Bottom Up)
4. Pay Increment Matrix (Top Down)

AFTERNOON

6. Hands-on exercise
7. Future of Increments
8. Reflection & Closing

WORKFORCE METRICS & ANALYTICS

This workshop is designed to provide a detailed roadmap for effectively **leveraging metrics and analytics** in your organization



- 01. Understand how to focus your metrics and analytics efforts to get **real impact**
- 02. Use analytics to gain **actionable insights** to make data-driven, fact-based **workforce decisions**
- 03. Tell an **effective story** with data that can engage your audience
- 04. Learn different types of workforce metrics from **best practices** of advanced organizations

WORKFORCE METRICS & ANALYTICS

Target: HR

professionals, analytics and workforce planning heads, HRBPs and business leaders who are interested in utilizing data to obtain workforce insights.



AGENDA

MORNING

1. Redefining the Starting Point
2. First Step: Determining Impact
3. Second Step: Selecting Metrics

AFTERNOON

4. Third step: Choosing Data
5. Forth step: Analyzing Findings
6. Fifth step: Taking A Story with Data: Sharing Findings

ADVANCED TOTAL REWARDS STRATEGY



This workshop is designed as a learning platform to provide **practical solutions** and **best practices** in formulating a **Total Rewards strategy**



- 01.** Gain an understanding of how Total Rewards fits into the overall **employment deal**
- 02.** Review the **different components** of Total Rewards
- 03.** How rewards can be used to '**Attract and Retain**' key talent
- 04.** Review how Total Rewards can vary for different **employee segments**
- 05.** Consider changes in **external environment** and impact on Total Rewards
- 06.** **Framework** to develop a Total Rewards strategy

ADVANCED TOTAL REWARDS STRATEGY



Target: HR and C&B/ Rewards leaders who are involved in planning and establishing compensation programs and rewards strategy for the organization.



AGENDA

MORNING

1. Total Rewards strategy
2. Shift in Total Rewards
3. Further disruption to Total Rewards
4. Rewards Function is Evolving
5. Make Rewards Decision from Multiple Lens (part 1)

AFTERNOON

4. Make Rewards Decision from Multiple Lens (part 2)
5. Make Rewards Decision from Multiple Lens (part 3)
6. Implementation & Communication
7. Engaging Employees through Effective Benefits Communication
8. Future of Rewards



HR FUNDAMENTAL



BUILDING FUNDAMENTALS OF COMPENSATION

This workshop provides in-depth education on the fundamentals of **compensation** that aligned with **business strategies**



01. Total Rewards **Framework** and Pay **philosophy**
02. Key principles for organizing and structuring **compensation elements**
03. Understanding of basic compensation **terminologies** and **compensation benchmarking**
04. Overview of **3P Compensation concept** - Pay for Position, Person & Performance
05. Focus on **Pay for Position** – Overview on Job evaluation
06. Brief introduction to **design grades** & **salary structure** - Implementation guidelines

BUILDING FUNDAMENTALS OF COMPENSATION

Target: C&B/

Rewards professionals who are involved in developing, managing and facilitating compensation programs and rewards policy for the organization.



AGENDA

MORNING

1. Fundamental Frameworks
2. The '3-P' Compensation Mix Concept
3. Use of Surveys
4. Analysis of Survey Results

AFTERNOON

5. Pay for position
 - a. Job Evaluation
 - b. Grade Structure
 - c. Pay Structure
6. Pay Structure Implementation
7. Reflection & Closing

DEVELOPMENT NEED ANALYSIS (TNA)

Employee Development

Right Needs ,
Right Solutions



- 01.** Identify right and sufficient **development needs** of employees and the organization
- 02.** Determine suitable and effective **development solutions**
- 03.** Develop short-term and medium-term **development plan**

DEVELOPMENT NEED ANALYSIS (TNA)

Target: Head of HR & L&D Manager who are interested in developing people and uplifting organizational capacity.



AGENDA

MORNING

1. Conduct Development needs analysis – DNA
 - a. What is a DNA & Why conduct a DNA
 - b. How to conduct DNA
2. Identify Gap
 - a. Assess the needs and current competence level
 - b. Identify gaps
 - c. Prioritization

AFTERNOON

3. Define effective development solutions
 - a. 70:20:10 model
 - b. Training, Coaching, Mentoring
 - c. Other development interventions
4. Identify Gap
 - a. Development Strategy and Plan at company level
 - b. Individual Development Plan (IDP)
 - c. Your role and commitment

COMPETENCY BASED INTERVIEW (CBI)

This workshop provides fundamental knowledge on **Competency based interview (CBI)** and how to apply it in different areas, especially in **assessment activities**



01. What are **competencies** and **competency frameworks**.
02. **Application of CBI** in organizations and when to use it
03. **Structure and techniques** of a competency based interview
04. CBI **questioning skills** and **evaluation process** after interview

COMPETENCY BASED INTERVIEW (CBI)

Target: Talent

Acquisition Head, HR professionals & Line Manager who are interested in people selection & people assessment.



AGENDA

MORNING

1. Context of CBI
 - a. Overall objectives of CBI
 - b. Definition of competency and competency framework
 - c. When and why CBI should be used
2. Conducting a competency-based interview
 - a. Structure of CBI
 - b. Principles and process of conducting a CBI
 - c. Questioning skills and samples
 - d. Evaluation, scoring, rating process

AFTERNOON

3. Practice session
 - a. Practices in group and role-play
 - b. Reflection and closing

HUMAN RESOURCE BUSINESS PARTNER (HRBP)

HR As Strategic Partnering

The Science & Art



- 01.** Get an **overview** of HR Business Partner role and responsibility within the business
- 02.** Discover how to **operate** as a successful HR Business Partner
- 03.** Shaping People Agenda
- 04.** Identify the **knowledge and skills required** as a strategic HR Business Partner

HUMAN RESOURCE BUSINESS PARTNER (HRBP)

Target: Head of HR,
HRBP & HR
professionals who
are interested in
partnering with
business.



AGENDA

MORNING

1. The SCIENCE of HRBP
 - a. HR Operating Model
 - b. HRBP Role & Responsibility
 - c. Link HRBP role with HR key role & HR big picture


AFTERNOON

2. The ART of HRBP
 - a. Shaping People Agenda
 - b. HR DNA
 - c. HRBP Core Skills & Career Path



PEOPLE SUCCESS

PEOPLE MANAGEMENT SKILL FOR PEOPLE MANAGER

Elevate your 
team, master the
symphony of
talent
management.



01. Master talent attraction through effective **interviewing skills** and the use of candidate assessment tools
02. Build a high-performance work culture by setting **SMART goals**, **measuring KPIs**, and **rewarding** based on performance
03. Efficiently plan **employee development**, providing guidance, feedback, and support for success in current and future roles
04. Understand key factors influencing **resource optimization**, strategies, and approaches
05. Create a conducive work environment, promoting employee connections to **retain talent**

PEOPLE MANAGEMENT SKILL FOR PEOPLE MANAGER

Target: First-time manager overseeing staff unfamiliar with management and employee development seeks to enhance managerial skills and foster employee growth.



AGENDA – DAY 1



Opening: Introduction about course overview, course objective & role of People Manager

MORNING

1. Attracting and Selecting Talent :
 - a. Workforce planning
 - b. Attraction - EVP
 - c. Selection – Competency Based Interview
 - d. Onboarding process

AFTERNOON

2. Effective Work Management
 - a. SMART Goal
 - b. Annual Performance Evaluation
 - c. Effective feedback & coaching
 - d. Improving Employee Performance and Dealing with Non-Compliance

PEOPLE MANAGEMENT SKILL FOR PEOPLE MANAGER

Target: First-time manager overseeing staff unfamiliar with management and employee development seeks to enhance managerial skills and foster employee growth.



AGENDA – DAY 2



MORNING

1. Rewarding Employee Achievements
 - a. Overview of Rewards Policy and Pay for 3P
 - b. Linking Rewards Policy with Work Performance
2. Employee Development
 - a. Career Guidance & Development
 - b. Identifying and assessing key talent

AFTERNOON

1. Optimizing Resources
 - a. Key Factors Contributing to Resource Optimization
 - b. Change Management
2. Employee Engagement
3. Employee Retention
 - a. Understanding Essential Needs of Employees
 - b. Collaboratively Building Company Culture

UNLOCK EQ

Unlock EQ,
unlock **success**,
happiness, and
profound
understanding in
your **professional**
journey.



01. Understanding and Mastering Personal Emotions

02. Fostering the development of **Emotional Intelligence**

03. Becoming a **Better Version**

04. Achieving inner **peace** and **happiness** through authenticity, embodying the best version of oneself.

Target: This course caters to professionals, leaders, and individuals across industries, providing the essential tools of emotional intelligence for workplace success, happiness, and effective collaboration.



AGENDA

MORNING

1. Emotional Intelligence - What Is EQ?
2. The Formation Process Of Emotions
3. A Fresh Perspective On EQ

AFTERNOON

4. Mastering Emotions: The Think - Feel - Act Model
5. Internal Motivation Vs. External Factors
6. Summary - Sharing

Training methodology: 30% theory, 30% practical, 30% experience sharing, 10% self-reflection, immediate transformation within the classroom.



OTHER TALENTNET CERTIFICATE

DEVELOPING FUNCTIONAL MATRIX & JOB DESCRIPTION

This workshop provides knowledge on how to develop **Functional Matrix** and design **Job Description**



01. **Purpose** and **benefits** of Functional Matrix and Job Description
02. **Methodologies** and **techniques** for developing Functional matrix for departments and Job description for positions
03. **Hand-on practical skills** on how to define department's areas of responsibilities and allocate key responsibilities to positions differently
04. **Hand-on practical skills** on how to update job description based on the department's new functional matrix

DEVELOPING FUNCTIONAL MATRIX & JOB DESCRIPTION

Target: Managers and HR professionals who are interested in standardizing organizational structure, role analysis and updating job descriptions.



AGENDA

MORNING

1. Benefits of Functional Matrix and Job Description
2. Steps to develop Functional Matrix (FM)
 - a. The Main Items of a FM
 - b. How to develop a FM
3. Steps to design Job Description (JD)
 - a. The Main Items of a JD
 - b. How to design a JD

AFTERNOON

4. Practice Session





ABOUT THE FACILTATOR

ROLE

Ms. Hoa Nguyen is the Senior Principal in HR Consulting Business Unit at Talentnet Corporation. She has been the project director or project advisor for hundreds of HR consulting projects for big clients in various industries.

EXPERIENCE

Ms. Hoa Nguyen has more than 18 years experience working in HR Consulting field. Before working for Talentnet-Mercer, she has worked for various multi-national companies. Her background and experience has been highly focused on HR consulting in Vietnam, and financial management in Canada.



HOA NGUYEN

Ms. Hoa Nguyen has extensive experience working with leading local and multinational companies across industries such as Banking, Financial Services, Real Estate, Consumer Goods, High Tech, Manufacturing, Oil and Mining, Pharmaceutical, Chemical, Education, ... in the areas of reward and non-reward HR consulting. She has consulted clients for projects related to job description design, salary structure design, bonus program design, benefits scheme design, performance management system design, HR audit, M&A,

In addition to HR consulting, Ms. Hoa Nguyen has also conducted HR related public workshops and speaking at numerous local events of Talentnet, Amcham, Eurocham, ... and regional and global events of Mercer to share with audience the most updated trends and practices of Vietnam labour market.

EDUCATION



Ms. Hoa Nguyen graduated with a Bachelor of Commerce from the Economics University of HCM city, Vietnam. She then continued her study in Canada, obtained a Diploma in Finance (with distinction) and final level of the Certified General Accountant (CGA) professional program. Since working in HR consulting field, she has taken numerous HR professional training workshops provided by leading local and international HR training providers, and joined prestigious seminars both in Vietnam and overseas to be updated with the latest HR trends in the world ...

ROLE

Thuan Le is a Principal of Talentnet. He has extensive knowledge and experience in Human Resources Management with strong focus on developing people, organizational change and total rewards. Thuan Le brings with him a total of more than 35 years of experience from working in various industries including Oil & Gas, FMCG, Manufacturing, Hospitality, Financial Services and Human Resources Management Consulting in Vietnam and Asia Pacific and Australasia Region.



THUAN LE

EXPERIENCE

After graduation from the National Economics University, Ha Noi, Vietnam, Mr. Thuan Le attended several training programs on Recruitment and Selection Skills, Organizational Change Management, Organizational Development Initiatives, Train the Trainers, and Leadership Development Program organized by world leading companies such as Schlumberger, Nestle, Transocean, BlueScope Steel... He also joined training courses of Mercer and HAY on total rewards management.

Over the last decade he has trained over thousand individuals all over Vietnam and conducted training programs on human resources management for corporates, universities, communities and public. He is the key trainer of Talentnet to conduct public courses on total rewards management in association with Mercer for Vietnam market and Talentnet Academy on human resources management.

He also has been the Project Leader and key project member for Human Resources Consulting Projects related to Job Description and Functional Matrix, Job Evaluation, Salary Structure, Performance Management System, Competency Framework Development & Assessment, Outplacement Services, Human Resources Due Diligence... Some of the key clients that he has worked with including MSB, BIDV, Vietbank, HD Bank, Sacombank, Techcombank, Viet A Bank, PVCombank, VP Bank, Prudential, SABECO, P&G, SUNGROUP, SUNHOUSE, FPT Software, Simson Strong – Tie, TECKCOM, CC1, CityLand, Ecopark, Phat Dat Corporation, VSIP, Amata, IDECO, Gemadept, Vascara, SEEDCOM, Highlands Coffee, Nutifood, Merap Lion, Fashion Garment...

Before joining Talentnet, Mr. Le Duc Thuan was the Vice President / Director of Human Resources in Vietnam / Northeast Asia for well-known corporations such as Nestlé, Transocean, Schlumberger, KS Drilling, BlueScope Steel, Pavo Capital, Ho Tram Project Company and Empire Hospitality. He also was the Total Rewards Manager for Transocean, Asia Pacific and Australasia Region

ROLE

Ms. Phuong Nguyen is currently the Director of HR Consulting and used to be Director of Executive Search at Talentnet Corporation, which originated from the HR service unit of PriceWaterhouse Coopers, Vietnam.

With more than 15 years' experience in the Executive Search and Recruitment fields, she is also deeply experienced as a Human Resource Advisor. Under her leadership, her teams reliably support clients in the Consumer Goods, Pharmaceuticals, Manufacturing, Trading, Sourcing, Oil & Gas, Mining, Maritime, Logistics, Hi-Tech, Construction, Property, Banking & Financial Services industries. She is proud of her team's consultative knowledge and abilities to explore for the most appropriate candidates for key positions within even the most matrixed organizations.



PHUONG NGUYEN

Until now she has conducted many training programs and facilitated HR Professionals on human resources management and total rewards management such as Effective Leaders, Competency Based Interview, Leadership, Coaching Skills, Questioning Skill, Assessment Center, Inside Customer Service, and Fundamental Compensation & Benefits, etc. Moreover, she is a keynote speaker in the Education Open House Seminar hosted by the US Consulate and Australian Trade Commission (Austrade) and also an advisor for the American Chamber of Commerce (AmCham) Scholarship Program for 5 years.

As an integral member of the HR Advisory team for different consulting projects such as Outplacements – Workforce Reduction (Credit Agricole, Philip Morris, Diageo, Nokia Siemen, Ikea); Competency Assessments (Unilever, Thai Tuan, Diageo, Vietinbank); CBI Training (VP Bank, Lien A, Yusen Logistics, Vinafco); Performance Management Systems (PPOC); Competency Framework Development (Vinamilk); Salary Structures (Thai Tuan, Digiworld, Phu My Fertilizer, Huda-Carlsberg Beer, PV Oil, BIDV, MCredit, SeABank); Sales Incentive Scheme (BIDV, SeABank); Salary Benchmarking (Generali, Prudential, Yusen Logistics, VinCommerce); Organizational Restructuring (Vinamilk); and Functional Matrix & Job Descriptions (Yeah1, Nhat Tin Logistics, Masan), etc.

Ms. Phuong Nguyen graduated with a Bachelor degree in Business Administration from Education University, Hue, Vietnam. Throughout her exciting career in the HR field, Ms. Phuong Nguyen continues to extend her professional knowledge in Human Resources Management, Leadership Development Program by local and international HR provider.

EXPERIENCE

EDUCATION



ROLE

Huong is the Deputy CEO at Talentnet Corporation and Head of Payroll & HR Outsourcing Service and Human Capital Solutions. She was a key player in setting up Talentnet's Payroll and HR Outsourcing Department and currently being a very prestigious leader in her field in Vietnam market. With extensive experience gained from designing, executing and monitoring payroll internal control processes and procedures for internal projects and external clients, Huong is considered as a pioneer of innovative and technology-based payroll & HR outsourcing services in Vietnam.



THANH HUONG

EXPERIENCE

Huong has over 10 years experience in Accounting, Finance and Operations with PwC Vietnam before becoming a Department Head with Talentnet Corporation in 2007, and more than 10 years experience in payroll and HR Outsourcing Services.

With over 20 years of experience in human resources consulting, personal development, and business management. A practitioner of Emotional Intelligence (EQ), Zen, and Coaching, with a profound understanding of happiness. Currently serving as the CEO and co-founder of Happy Leaders and the Deputy General Director of Talentnet Company. A member of the International Coaching Federation (ICF), Chair of the Conscious Entrepreneur Club, and a member of the Hanoi Association of Women Entrepreneurs (HAWEE).

EDUCATION



Huong got a BA Degree in English and a member of ACCA Program (British Association of Chartered Certified Accountants), **EQ Practitioner, EQ advanced facilitator, EQ assessor certified by 6 Seconds**. She also finished a number of HR professional courses such as 3P Compensation Management, HR Strategy- Becoming an Effective HR Business Partner, Leadership Assessment and Development...

ROLE

Trang Vu is a seasoned business development and consulting leader driven by a passion for psychology and neuroscience, instrumental in shaping transformative strategies that drive exponential growth. At Talentnet, Trang is currently working as Head of Client Development for Human Capital Solutions, responsible for advising clients for market data insights, best fit customized solutions and new products development. She has 20 years of working experience not only “the execution team – the doer” to “the outsider team – the advisor, possesses different angles from operational excellence to investors’ point of views about business management. Before joining Talentnet, Trang was working as Head of Client for Willis Towers Watson and used to be Country Leader for Vietnam Data Services Business for 5 years. Prior to joining HR Consultant Industry, she had worked in financial services industry with different roles (Business Development/Investors Relations). Her early years of career was her own trading start-up and various sales roles. Her experience is very diversified in working with clients from different industries and nations.



TRANG VU

- HR transformation
 - HR strategy design
 - Rewards philosophy
 - Workforce analytics
 - Strategic workforce planning
 - Grade and salary structure design
 - Short-term incentive plan design
 - Job architecture and job leveling
 - Compensation and benefits (C&B) benchmarking
- Led Vietnam Total Compensation Survey 2011, 2012, 2013, 2014.
 - Led multiple projects of job architecture, job leveling and C&B benchmarking.
 - Assist in multiple projects of market entry, rewards philosophy.

Trang Vu holds MBA Executive degree from RMIT Vietnam.

HUMAN CAPITAL CAPABILITIES

KEY PROJECT EXPERIENCE

EDUCATION

ROLE

Ms. Huong Nguyen is currently the Country Human Resources Director, AkzoNobel Vietnam and Executive Board Member, Vietnam Human Resources Association (VNHR).

Her knowledge and experience span many different areas from operations to strategy of HR and leadership. She has more than 20 years working in human resources in different industries and different working cultures, including Electronics and Fast Moving Consumer Goods in Japanese, British and Dutch companies.

Ms. Huong Nguyen is a Member of Management Board, responsible for Training & Development for Vietnam Human Resources (VNHR) Association – a not-for-profit professional organization of 1.200 members nationwide. (<https://vnhr.vn/ban-dieu-hanh/>)

Besides her knowledge, expertise and experience, Ms. Huong Nguyen has also developed a local and international network of contacts, which provides her with opportunities to share knowledge and business issues from different perspectives.

Ms. Huong Nguyen is passionate about enabling people to grow and enjoys seeing people grow. Her success is measured by the success of the people who have been developed by her.

Graduated MBA from University of Queensland – Australia.



HUONG NGUYEN

EXPERIENCE

EDUCATION

ROLE

Passionate in developing people, Ms. Duyen Dao has decided to shift her career from Area Head of HR of BAT to focusing on mentoring, coaching & strategic / personal leadership agenda development starting early of 2020.

Brought with her 25+ years in-depth experience in Human Resources Management in both local and above market at Top Team roles she has an advantages of gaining different perspective and balance view in shaping leadership & talent strategy to meet with both critical business & talent needs.



DUYEN DAO

AREAS OF EXPERTISE

- Strategic HR Management.
- Strategic Leadership Development.
- Change Management.
- Total Rewards.
- Career Transition.
- Coaching & Mentoring.

- ❑ Associate Certified Coach, ICF.
- ❑ LHH Executive Coach.

- Managers at all levels
- Business Owners

Post Graduated Degree - Tourism, The University of Nottingham, UK.

ASSESSMENTS/ CERTIFICATIONS

LEVELS COACHED / FACILITATED

EDUCATION

ROLE

She started her career with more than 5 years working for finance and audit institutes as PricewaterhouseCoopers and Grant Thornton. She shifted her career to Human Resources management with more than 19 year-experience at top multinational companies as Unilever, Johnson & Johnson, Novartis Vietnam & Sanofi Vietnam. Currently, she works as Leadership & Talent Development Director at Masan Group.



ANH LE

EXPERIENCE

Over 19 years working as HR professional helps Hong Anh building her people skills that are really the big assets to bring the success in her talent management work and personal life. She successfully plans and implements many big projects in building, developing and retaining talents in Vietnam and Asia countries. Those works help bringing her companies become best companies to work for not only in Vietnam but also in Asia / Global.

EDUCATION

Ms Hong Anh holds Bachelor specialized on Finance and Commercial Law in 1999.

ROLE

Thu Huong is a professional facilitator, Trainer, Coach. She has more than 38 years experience working for leading multinational companies as Fujitsu, Bosch, Schaeffler, AkzoNobel, she was 30 years in management level. Her experiences in various industries with over 20 years in HR management, 10 years in PR and 5 years in HR consulting & investment consulting.

In Human Resources Management, Huong starts from HR operation to set up HR professional system from hire to retire (PPP- Processes, Procedures, Policies) then responsible for organization design, workforces strategic planning, talent management & development, including grooming young talents, designing and facilitating various training and coaching programs, provide consulting project to clients.

Huong has joined in the consulting projects: Organization restructure, develop performance management system, Refine Remuneration system, HR audit, develop corporate culture, employee career path, Team leader development, High Performance Culture, Competencies framework....

Beside the role as internal trainer & coach for leadership team, Huong has been delivered training & coaching to clients e.g Cau Tre, Asian Trail, Hyundai, IBM, Intel, P&G, Coach, Vinasoy, Yamaha, Binh Minh Plastic, Prudential, ...), provided training in CEO coaching program for start-up as trainer & coach. Beside HR professional career, Huong is also providing career & life coaching to management & employees. Her training is always delivery with strong inspiring to the participants for changing and higher energetic motivation, more practical by integrated methods comprised of training, mentoring, coaching, consulting.

Huong has graduated from EMBA of International Consulting Management. She holds certificate of Insights Discovery train the trainer (International Certificate) & ASPIRE Leadership training from Global company.



HUONG PHAN

EXPERIENCE

EDUCATION

ROLE

Ms. Ngan Ngo is a seasoned HR leader with established career track record of driving business and operational efficiency, on national and international levels, through strategic talent acquisition and performance management. She possess hands-on experience in leading international HR teams in diverse countries and brings with her more than 15+ years of experience in various industries including FMCG, Sportswear, Financial services, Chemical, Oil & Gas, Fashion and Human Resources Management Consulting for Vietnam and Asia Pacific region.



NGAN NGO

EXPERIENCE

Over the past few years, she has conducted various training programs (both public and in-house) on Human resources management, HR Business partnering, Talent acquisition, Learning and development, Employment relations, Career counselling, etc for international and local organizations including Finstar, Under Armour, Brooks, EVN, Gro 247, RMIT University, Foreign Trade University, VNHR, etc.

She has been gaining professional experience through various positions for multinational corporations such as Head of HR for Gro247, Head of HR for Finstar Financial Group, Asia Regional HR Manager for Brooks Sports Inc, etc with demonstrated success in developing effective HR strategies focused on partnership building and staff engagement/retention. With regards to academic qualification, she holds a Master degree in Business Administration, Bachelor of Foreign Trade Economics and SHRM SCP (Senior Certified Professional of Human Resources Management).

CONTACT US



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