

**TASK 4: ORGANIZE PROFESSIONAL DEVELOPMENT WORKSHOP**

**Objective**

The students are able to:

- Plan the employee development in accordance with the company’s goal
- Make presentation or invite experts or practitioners to make presentation regarding business and the business sector needed by the company.

**Introduction**

In supporting the company’s performance, the employees need to improve their knowledge and skill knowledge. HR Department usually provides training by partnering with those who are competent in their fields to improve the employees’ capacity.

**Activities**

No	Activities	Duration
1	<p>VP hold a department meeting with Facilitator guidance to discuss which workshop should be held for the employees. The dapartment may choose the following two for the workshop:</p> <p>a. Preparing and making presentation on the employee/professional development with the following recommended topics:</p> <ul style="list-style-type: none"> <li>▪ Phone and email communication techniques and ethics in business</li> <li>▪ Technique for using PowerPoint.</li> <li>▪ Basics of Excel.</li> <li>▪ Productivity features in Word (using Macros, Mail Merge, AutoCorrect).</li> <li>▪ Other matters needed by the company’s employees.</li> </ul> <p>b. Inviting guest teachers who are the expers or practitioners experienced in their field to share their business experiences, knowledge and tips with the employees. The guest teachers can be from the internal environment or external environment of the school.</p> <p>The decision regarding the workshop selection must be approved by the facilitator.</p>	45’
2	Discuss with the VP of other Departments on this workshops and the plan of the time and topics to be presented to the employees.	10’
3	Make an evaluation form containing the opinions of all company employees regarding workshop attended.	15’

**Output**

- Workshop written plan
- Workshop presentation

**Internet Activities**

Visit <https://axerosolutions.com/blogs/timeisenhauer/pulse/206/49-employee-engagement-ideas-the-ultimate-cheat-sheet-your-team-will-love> to find the idea of the workshop to be held by the Human Resources Department.