

**TASK 6: PREPARING FOR TRANSITION**

**Objective**

The students are able to:

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

**Introduction**

In the managerial turnover of the company, the previous manager should prepare the documents that should be known by the new manager to allow the new manager to run the company based on the existing history.

**Activities**

No	Activities	Duration
1	The VP hold a department meeting to discuss the matters needed by new managers, and then: <ul style="list-style-type: none"> <li>▪ Make a backup for all files having been made</li> <li>▪ Make a checklist on any matter should be carried out by the new manager</li> <li>▪ Save all files of the Human Resource Department in a folder to be submitted to the Facilitator</li> <li>▪ Collect all list of ‘user name’ and ‘password’ to enter the VCI Portal from all employees’ account</li> </ul>	45’
2	Make a summary of the department work evaluation by referring tot he following questions: <ul style="list-style-type: none"> <li>▪ Do all the processes in the Department run well?</li> <li>▪ If they run well, what is the main reason?</li> <li>▪ If they do not run well, what is the reason? Write down some suggestions to solve the problem.</li> </ul>	45’

**Output**

The Human Resources Departmen will make a folder containing all of the activities they conduct this year, as well as the reviews to be made by the VP.