

The background features a blurred laboratory setting with various glassware containing colored liquids (blue, orange, yellow) and faint chemical structures. A dark blue horizontal band is overlaid on the image, containing the main text.

PRE-TRAINING REPORT

Invitation Program for Leaders of Employers' Organization and
Successful Former Participants [EREF]

30 Jan – 02 Feb 2023

Soudaphone Phonhaxa

Main Responsibilities related to HR

- Overseeing HR such as well-being of employees, ensuring compliance with regulations, managing budget, salary, negotiate agreements, hiring employees and employee development.
- To ensure HR programs are effective, efficient and aligned with company objectives.
- Developing and implementing HR policies

Impact of COVID-19 on Human Resource Management

1. Working conditions
2. People resourcing
3. Training and development
4. Safety and health management
5. Performance management

Working Conditions

- Jobs that cannot be performed from home
- Requirement of technological tools
- Skills required to operate technological tools

Countermeasures:

- Give bonus for employees that are required to be present at office
- Purchase of new IT tools for employees
- Provided training to operate IT tools

People Resourcing

- Could not conduct face to face job interviews
- Could not recruit staff due to financial challenges
- Could not come to visit the company

Countermeasures:

- Conducted online interviews via Zoom
- Virtual company visits

Training and Development

- Not all staffs are present at the same time due to work rotations
- Staff could not be sent for training
- Online training was not very effective
- Use of IT facility and distance learning tools

Countermeasures:

- All trainings were conducted online
- Provided training on how to use online platforms and tools for training

Safety and Health Management

- Protection of employees from COVID-19
- Implementations of protection measures and guidelines
- Controlling employee's behavior is sometimes challenging
- Rapid policy change

Countermeasures:

- Develop employee's awareness about the importance to respect the measures
- Encourage employees to get vaccinated
- Provided staffs with free mask, alcohol sanitizers, gloves and other protection gear
- Practice social distancing

Performance Management

- Assessment was impossible as employees were not working full capacity/working on-off
- Hard to accurately monitor performance

Countermeasures:

- Daily online meetings were scheduled to discuss work priorities
- Measured by KPI – reported weekly by each team

Adjustments to address impacts related COVID-19

- Work from home – Using online platforms such as zoom and other platforms
- Work rotations: Scheduled work rotations – 50% work from home – 50% at office
- Provided equipment and tools for remote working
- Provided training technological tools and remote working
- Renovating offices: Install glass partition on working desks to prevent spread of disease
- Flexible working hours for employees that have children
- Provided bonus for employees that needs to be present onsite
- Created measures and guidelines for employee safety (Practice social distancing)
- Cut unnecessary costs
- Provided staffs with free mask, alcohol sanitizers, gloves and other protection gear
- Special leaves

Thank You