

International Operational Management

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How to adjust to the new job?

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ADJUSTING TO THE JOB

- × 1. Learning everything you can about.....
- × - the organization
- × - the products and service
- × - the organization chart
- × - customers
- × - organization culture
- × - who is important and who is less important

ADJUSTING TO THE JOB

- × 2. Arrive for work on time, this shows that you are....
- × - you are dependable
- × - you respect the rules
- × - you are a hard working employee
- × - you will be good asset of the company

ADJUSTING TO THE JOB

- × 3. Dress appropriately, this shows that you are.....
- × - you have good manner
- × - you are consistent with others
- × - you are a real business man or woman
- × - your personality is clean and groomed

ADJUSTING TO THE JOB

- × 4. Know what it takes to be success, do the following.....
- × - willing to do new task and new assignment
- × - willing to learn fast and work fast
- × - willing to understand what your boss wants
- × - willing to prepare before come to work

What are company benefits?

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WHAT ARE COMPANY BENEFITS

- × Company benefits are forms of value additional to employee salary provide to employees in return for their contributions to the company.

SIX MAJOR BENEFITS

- × 1. Pay for time not worked benefit
- × 2. Insurance benefits
- × 3. Retirement benefits
- × 4. Employee service benefits
- × 5. Flexible benefits program
- × 6. Fringe benefits (Perks)

1. PAY FOR TIME NOT WORKED

- × A. Unemployment insurance –
- × Government unemployment insurance will pay to employees at least six months when they lose their job but employee must be working for the firm at least 15 months.

1. PAY FOR TIME NOT WORKED

- × B. Vacations and Holidays
- × Employee may get 10 to 15 days of vocation depends on the policy of the company.
- × Holidays means government holiday such as new year holiday. King's birthday holiday.
- × If the employees have to work on holiday, they will get extra pay.

1. PAY FOR TIME NOT WORKED

× C. Sick Leave

- × Employees can ask for sick leave about 12 days per year. Some firms may pay for employee sick leave.

1. PAY FOR TIME NOT WORKED

- × D. Severance pay
- × Company will pay employees for situations such as plant or factory closing, or firm downsizing,

2. INSURANCE BENEFITS

- × A. Work related accident insurance
- × Company has an obligation to pay for employees work related accident.
- × For example, pay 60 percent of salary for 10 years if the accident causes employee to be an permanent disability.

2. INSURANCE BENEFITS

- × B. Group Life Insurance
- × It is a group insurance that depends on the policy of the firm. Firm may pay all 100 percent of the cost or 50:50 between firm and employees

3. RETIREMENT BENEFITS

A. Pension plans

1. Plan that employee will get the money after retirement. It could be
2. - one lump-sum amount
3. - monthly payment until you die
4. - percentage of profit sharing plan

3. RETIREMENT BENEFITS

- × B. Early retirement plan
- × Firm, which wants to downsizing, will offer employee to retire early such as 50 years old and give a big cash payment.

4. EMPLOYEE SERVICE BENEFITS

- × A. Personal service benefit
 - × - credit union – employee can borrow money to buy car or house
 - × - counseling - employee can ask for help in terms of legal

4. EMPLOYEE SERVICE BENEFITS

- × B. Job related service benefits
 - × - child care – take care of employee babies
 - × - elderly care – take care of employee’s senior family members
 - × - transportation – provide transportation for employee
 - × - Housing and food service – provide housing and foods for employees
 - × - education service – provide education for employees

5. FLEXIBLE BENEFITS PROGRAM

- × A. Flexible work benefits
 - × - Allow to work form home
 - × - Allow to work half a day
 - × - Allow to work flexible time and shift

6. FRINGE BENEFITS (PERKS)

- × - Individual car parking space
- × - Big furnished office with modern computer set
- × - Travel with business class in stead of economy class
- × - Limousine and individual chauffeur
- × - Individual secretary
- × - Provide a free condo for executives
- × - Free golf club member

What are the 10
important positive
statements for HR
manager?

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10 IMPORTANT POSITIVE STATEMENTS FOR HR MANAGER

- × 1. I am optimistic about the future.
- × 2. I give credit to those who deserves credit.
- × 3. I have a “can do” attitude.
- × 4. I am decisive in making decision.
- × 5. I am accessible to other people.
- × 6. I am a good listener.
- × 7. I acknowledge mistakes I make
- × 8. I associate myself with the best and brightest people.
- × 9. I always finish my work assignment on time.
- × 10 . I love my work and I love my organization.

ASSIGNMENT #1

- × 1. What is the meaning of company benefits? What are the six major benefits?
- × 2. Write down ten important positive statements for HR manager. Suggest five of your own positive statements for Thai HR manager.
- × 3. List and explain four things your can do to adjust yourself to the new job. Suggest two more things you can do to adjust yourself to the new job.
- × 4. list at least ten fringe benefits or perks for an executives of a big international company such CP company or PTT company.

ORAL TEST : TEN POSITIVE STATEMENTS FOR HR MANAGER

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