

Are you prepared to become a professional and effective manager ?

- ☑ Do you fully understand the roles and the responsibilities of a manager in a company?
- ☑ Can you comprehend and analyze the corporate financial statements, from there understand the corporate financial situation thoroughly and be able to propose appropriate plans?
- ☑ As a leader, do you know how to promote your leadership skills, encourage and inspire the team's determination to achieve targets?
- ☑ Are you well aware and skilled enough to train your subordinates?

Our "Basic Management Skills" training course will help you understand the roles, responsibilities of a manager and equip yourself with the most necessary basic management skills. From there, you can promote your ability to the fullest as a manager, quickly become a right-hand man of your company's strategy and development in Vietnam.

Basic Management Skills

Target: Managers, Assistant Managers, Supervisors and etc.

Training venue: At client's company as required (2 days)

Objectives

- Understanding essential elements of management and the roles and the responsibilities of a manager.
- Comprehending basic management skills.

Content

Part 1: What is management?

Part 2: The roles of a manager

1. The position and the roles of a manager
2. The assigned responsibilities and proper attitude at work
3. Necessary skills for a manager

Part 3: Efficient management skills

1. Basic knowledge in management

- Operating cash flow in a company
- Understanding financial statements

2. Management by objectives (MBO)

- Target setting method
- PDCA cycle (Plan – Do – Check – Act)
- Result Assessment

3. Working with subordinate

- Improve communication, way of receiving report from subordinate (Hou-ren-sou)
- On-job training method (OJT)
- Task assignment and delegation
- Giving praise & recommendations
- Motivating subordinate

Part 4: Action Plan ~ Management ability enhancement

※ The above content is subject to change without prior notices.