

How to make your company a united, cooperative and effective organization aiming for the whole company's development?

- ☑ Are there often situations that departments don't cooperate well and shift responsibility to each other when problem arising or even during daily work?
- ☑ Do you know that ability of cooperating with other departments is an important factor effecting your promotion?
- ☑ You understand the importance of teamwork and cooperation with other departments but haven't had necessary skills to work with them to solve problems effectively?
- ☑ Do meetings take too much time but don't achieve any objective and get final solutions?

“**Enhance teamwork and collaboration across departments**” course provides you with necessary skills to work with other department effectively, result in company's target achievement, and develop one core competency required for your promotion.

ENHANCE TEAMWORK AND COLLABORATION ACROSS DEPARTMENTS

★ Develop personal ability & contribute to the achievement of company's target and growth ★

Training time		Objective
Ho Chi Minh	8-9/1/2024 (Mon - Tue)	<ul style="list-style-type: none">▪ Understand importance of cooperation and rules for effective teamwork and collaboration across departments.▪ Understand barriers of collaboration and figure out solutions.▪ Enhance cooperation, build trust, and promote cooperation among departments to achieve the company's goals.▪ Organize effective meetings to resolve conflicts at work.
▪ Time:	8:30 ~ 16:30	
▪ Venue:	T Floor, Nam Giao 1 Bldg., 261-263 Phan Xich Long, Ward 2, Phu Nhuan District.	
Ha Noi	14-15/12/2023 (Thu - Fri)	
▪ Time:	8:30 ~ 16:30	
▪ Venue:	12F, Indochina Plaza Hanoi 241 Xuan Thuy, Cau Giay District.	
Course's information		Content
Language	Vietnamese	Part 1. Thinking about teamwork and collaboration across departments <ul style="list-style-type: none">• Definition and importance of teamwork and collaboration across departments<ul style="list-style-type: none">◦ Crowd and Team◦ Characteristics of an effective team◦ Freedom, rules and regulations• Factors influencing the encouragement of effective collaboration<ul style="list-style-type: none">◦ Barriers to collaboration◦ 8 characteristics of a person cooperating with others well◦ 3 key factors contributing to effective collaboration• Goals and scope of work Part 2. Foundational skills to enhance teamwork and collaboration across departments <ul style="list-style-type: none">• Enhance empathic communication skills<ul style="list-style-type: none">◦ Empathic communication◦ Empathic Listening• Develop self-awareness in a team<ul style="list-style-type: none">◦ Boundaries of each person's freedom◦ Win-Win Mindset◦ WIIFM Principle Part 3. Manage conflicts between individuals and departments in the workplace <ul style="list-style-type: none">• Respect others' differences• Find optimal solutions to achieve the whole company's goals• Hold a meeting to discuss and find solutions<ul style="list-style-type: none">◦ Roles and responsibilities of stakeholders◦ Preparation for an effective meeting◦ How to start a meeting effectively◦ Styles of meeting leading◦ Common mistakes in meetings and how to avoid them Part 4. Action Plan
Fee	5,000,000 VND person (Lunch for 2 days incl., VAT excl.) ✳ For companies with 2-4 participants, training fee is discounted 5%; with 5 or more participants, discounted 10%. (Applied separately for training on Ho Chi Minh and in Ha Noi)	
Method	We applied offline training. In case offline training can't be carried out, we apply online training instead	
Participant	HCM: 28 people HN: 30 people (first-come, first-served basic)	
Registration	Fill in the attached 'Application form' and send to AIMNEXT via Email.	
Target		
<ul style="list-style-type: none">▪ Managers, leaders and key positions of divisions and departments.▪ Those whose job needs regular cooperation with members or with other divisions and departments.		
Trainer		
Ms. T. D. Chau <ul style="list-style-type: none">▪ Bachelor in English (Ho Chi Minh University of Social Sciences and Humanities). Certified trainer training in international training projects, such as: Better Work Vietnam, Business Edge and PPP-GIZ.▪ 23-year working experience in marketing, sales, retails and manufacturing. For more than 10 years of those, holding executive position in chains of management, sales, marketing and customer service. 14 years holding position as manager of Training and Development Department, and professional trainer.▪ Expertise areas: Management and Leadership skills, Customer Service and Sales skills, Self-Developing Skills, Emotion management, Positive thinking, etc.		<p>✳ <i>The above content is subject to change without prior notices.</i></p>

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

For further information, please kindly contact us via:



AIMNEXT VIETNAM CO., LTD.

Head office: T Floor, Nam Giao 1 Bldg., 261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist., HCM city.

Rep. Office: Floor 12A, Sao Mai Bldg, 19 Le Van Luong, Nhan Chinh Ward, Thanh Xuan Dist., Hanoi

TEL:

Email:

URL:

In charge:

(028) 3995 8290

training-vn@aimnext.com

www.aimnext.com.vn

Ms. Loan Anh (English, Vietnamese)
Mr. Tasuku Nagayoshi (Japanese)