

Are you ready to become a professional 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 status thoroughly and propose appropriate plans?
- ☑ As a leader, do you know how to promote your leadership skills, encourage and inspire the team's determination to achieve a set target?
- ☑ Are you well aware and skilled enough to train your subordinates?

BASIC MANAGEMENT SKILLS (2 days)

★ Implement human training strategy, develop inner strength ★

Training time - Venue

- Ha Noi** ★ 2-3/11/2023 (Thu – Fri)
- Time : 8:30 ~ 16:30
 - Venue : 12F, Indochina Plaza Tower, 241 Xuan Thuy, Dich Vong Ward, Cau Giay District.

Target

Managers, Assistant Managers, Supervisors and etc.

Objective

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

Course's Information

- [Language]** Vietnamese
- [Fee]** 5,000,000 VND/ person (VAT excl.)
 ※For companies with 2-4 participants, discount 5%; with 5 or more participants, discounted 10%.
- [Method]** We apply **offline training**.
 In case offline training can't be carried out, we apply **online training** instead.
- [Participant]** 30 people
 (First-come, first-served basic)
- [Registration]** Fill in the attached 「Application form」 and send to AIMNEXT via Email

Content

Part 1: What is management

Part 2: The roles of manager

- The position and the roles of a manager
- The assigned responsibilities and proper attitude at work
- Necessary skills for a manager

Part 3: Efficient management skills

3-1. Basic knowledge management

- Operating cash flow in a company
- Understanding financial statements

3-2 Management by objective (MBO)

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

3-3 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

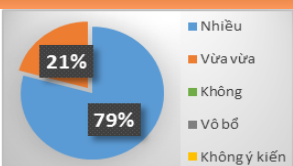
※ The above content is subject to change without prior notices.

Trainer

Ms. D. T. H. Trang

- Graduated Bachelor degree from Copenhagen Business School (Denmark) and Ritsumeikan University (Japan), majoring in International Business Administration & Japanese Language and Culture Language.
- Graduated Master of Business Administration (MBA) from University of Hawaii (USA).
- Over 5 years experience working in European automotive manufacturing company, and Japanese consulting firm in Tokyo, Japan. Over 12 years' experience in executive management's position. Currently, being General Director of AIMNEXT VIETNAM.
- Expertise areas: Training on Management Skills, Soft skills, Sales skills, Business skills for Japanese companies; and HR and Management consulting, etc.

Course evaluation result



Until now, the number of participants reached the number 919 person from 234 companies.
 * Number of evaluators: 780 person.

Participants' feedback

- The course helped the participants understand the role of a manager toward to Company, Work, Colleagues and Staff so that he can manage and design an effective work style.
 (A participant from 2017 course)
- This course help to work well with superiors and subordinates.
 (A participant from 2018 course)

For further information, please kindly contact us via:

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