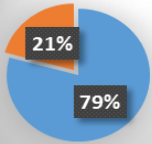


Are you ready to become a professional manager?

- ☑ 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	Target
<p>Ho Chi Minh ★ 18-19/6/2024 (Tue – Wed)</p> <ul style="list-style-type: none"> ▪ Time : 8:30 ~ 16:30 ▪ Venue : T Floor, Nam Giao 1 Building, 261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist. <p>Ha Noi ★ 25-26/6/2024 (Tue – Wed)</p> <ul style="list-style-type: none"> ▪ Time : 8:30 ~ 16:30 ▪ Venue : 12F, Indochina Plaza Tower, 241 Xuan Thuy, Dich Vong Ward, Cau Giay District. 	<p>Managers, Assistant Managers, Supervisors and etc.</p> <hr/> <p style="background-color: #f4a460; color: white; padding: 2px;">Objective</p> <ul style="list-style-type: none"> ▪ Understanding the roles and the responsibilities of a manager ▪ Comprehending basic management skills
Course's Information	Content
<p>[Language] Vietnamese</p> <p>[Fee] 5,400,000 VND/ person (VAT excl.) ※For companies with 2-4 participants, discount 5%; with 5 or more participants, discounted 10%. (Applied separately for training in Ho Chi Minh and in Ha Noi).</p> <p>[Method] We apply offline training. In case offline training can't be carried out, we apply online training instead.</p> <p>[Participant] HCM: 28 people – Ha Noi: 30 people (First-come, first-served basic)</p> <p>[Registration] Fill in the attached 「Application form」 and send to AIMNEXT via Email</p>	<p style="color: #f4a460;">Part 1: What is management</p> <p style="color: #f4a460;">Part 2: The roles of manager</p> <ul style="list-style-type: none"> ▪ The position and the roles of a manager ▪ The assigned responsibilities and proper attitude at work ▪ Necessary skills for a manager <p style="color: #f4a460;">Part 3: Efficient management skills</p> <p>3-1. Basic knowledge management</p> <ul style="list-style-type: none"> ▪ Operating cash flow in a company ▪ Understanding financial statements <p>3-2 Management by objective (MBO)</p> <ul style="list-style-type: none"> ▪ Target setting method ▪ PDCA cycle (Plan – Do – Check – Act) ▪ Result Assessment <p>3-3 Working with subordinate</p> <ul style="list-style-type: none"> ▪ 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 <p style="color: #f4a460;">Part 4: Action plan – Management ability enhancement</p> <p style="text-align: center;"><i>※ The above content is subject to change without prior notices.</i></p>
Trainer	
<p>Ms. D. T. H. Trang</p> <ul style="list-style-type: none"> ▪ Graduated Bachelor degree from Copenhagen Business School (Denmark) and Ritsumeikan University (Japan). ▪ 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	Participants' feedback
 <p>Until now, the number of participants reached the number 919 person from 234 companies. * Number of evaluators: 780 person.</p>	<ul style="list-style-type: none"> ▪ 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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