



BASIC MANAGEMENT SKILLS

HN : 11-12/11/2025



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?



OBJECTIVES

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



TARGET



Staff
First-line Manager



Middle Manager
Top Manager

2-DAY TRAINING

Implement human training strategy, develop inner strength

Part 1 : What is management?

Part 2 : The roles of a 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 in management

- Operating cash flow in a company
- Understanding financial statements

3.2 Management by objectives 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

1 The trainer program is specially designed for Japanese businesses, meeting the needs of improving the quality of human resources in the company.

2 The team of Vietnamese instructors is highly skilled and experienced in teaching, with extensive practical experience working in Japanese companies.

3 The training format and environment are dynamic, encouraging active participation, feedback, and discussions from the participants. There are practical topics applied after the course.

WHY CHOOSE AIMNEXT



Head office in HCMC:

Address: T floor, Nam Giao Bldg. 1, 261-263 Phan Xich Long, Cau Kieu Ward., HCMC
Tel : +84 (0)28 3995 8290

Representative office in Hanoi:

Address: 14 Floor, Sao Mai Building, No.19 Le Van Luong St., Thanh Xuan Ward., Hanoi
Tel : +84 (0)24 6685 0388
Mail: training-vn@aimnext.com

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



TRAINING TIME & VENUE

Ha Noi

Time:

Venue:

11-12/11/2025 (Tue - Wed)

8:30 ~ 16:30

12 Floor, Indochina Building, 241 Xuan Thuy Street,
Cau Giay Ward, Hanoi.



TRAINER

Ms. D. T. H. TRANG

- 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 INFORMATION

[Language]

Vietnamese

[Fee]

5,400,000 VND/Person

(Lunch for 2 days, not including VAT)

**For companies with 2-4 participants, discounted 5%;
with 5 or more participants, discounted 10%**

(Applied separately for training in Ho Chi Minh and in Ha Noi)

[Method]

We applied offline training

[Participants]

HCM: 28 person - HN: 30 person

(First-come, first-served basic)

[Registration]

Fill in the attachment "Application form" and send to Aimnext via email: (training-vn@aimnext.com)