

# BUSINESS SKILL BASICS

~To be successful in Japanese Enterprise~

**Before develop your expertise, what would you need?**

- ◆ Why do Japanese people always have strict punctuality?
- ◆ What do Japanese enterprises want and what do your superiors expect from you – Do we actually understand each other?
- ◆ Why does your company usually have rotation at work? How does it affect your chance of promotion?

Can you answer all of the above questions exactly?

**Do you agree with us? - No matter how excellent your expertise is, if you cannot capture your Japanese superior's thinking and expectation and understand the management style as well as the process of executing business in Japanese company, you cannot be promoted and successful!!**

## CONTENT

### Part 1: First, let's work as a professional !

#### ~ Basic knowledge of a businessman ~

- ◆ Awareness of corporate business activities and its purpose
- ◆ Following corporate regulations/ rules
- ◆ Teamwork
- ◆ Customers First

### Part 2 : Understand the thinking and expectation of Japanese superiors !

#### ~ The differences in working style between Japanese and Vietnamese people ~

- ◆ Japanese way of thinking and executing business
- ◆ Vietnamese way of working: Strength and Weaknesses
- ◆ The gap and how to overcome the gap

### Part 3 : Understand the management style of Japanese enterprises and make full use of chance to get promoted !

#### ~ Compare Japanese enterprise & Europe-American enterprise (Vietnamese enterprise) ~

- ◆ Recruitment and rotation
- ◆ Working environment and culture
- ◆ Task and responsibility assignment method, decision making method

### Part 4 : Summary and Action Plan

※The above content is subject to change without prior notices



## OBJECTIVES



- ➔ Understanding basic professional business knowledge.
- ➔ Understanding Japanese corporate culture and how to execute business in Japanese enterprise.
- ➔ Understanding the superior's thinking and expectation in work, hence increasing the efficiency in mutual communication.

## TARGET



- ☒ Staff ☐ Middle-Management
- ☒ First-line Management ☐ Top-Management

## METHOD



30% theory, 70% practice through group discussions, presentations, case studies, role-playing, games, etc.



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