

BASIC MANAGEMENT SKILLS

~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?

Our training course will help you understand the roles, responsibilities of a manager and equip yourself with the most necessary basic management skills. From there, you can promote your ability to the fullest as a manager, quickly become a right-hand man of your company's strategy and development in Vietnam.

CONTENT

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

1. Basic knowledge in management

- ◆ Operating cash flow in a company
- ◆ Understanding financial statements

2. Management by objectives MBO

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

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: 1 Summary and Action Plan

※The above content is subject to change without prior notices



OBJECTIVES



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

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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