

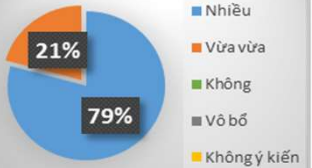
# Are you ready to become a professional manager?

- ☑ 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 ★

<b>Training time - Venue</b>  <b>Online Seminar 02-03/11/2021</b> (Tue - Wed) ▪ Time: 8:30 ~ 16:30	<b>Target</b>  Managers, Assistant Managers, Supervisors and etc.
<b>Course's Information</b>  [Language] Vietnamese [Fee] 4,600,000 VND/ person (VAT excl.) ※For companies with 2-4 participants, discount 5%; with 5 or more participants, discounted 10%.  [Method] Online training via ZOOM. [Participant] 25 people (first-come, first-served basic) [Registration] Fill in the attached 「Application form」 and send to AIMNEXT via Email	<b>Objective</b>  ▪ Understanding the roles and the responsibilities of a manager ▪ Comprehending basic management skills
<b>Trainer</b>  <b>Ms. D. T. H. Trang</b> <ul style="list-style-type: none"> <li>▪ Graduated Bachelor degree from Copenhagen Business School (Denmark) and Ritsumeikan University (Japan), majoring in International Business Administration &amp; Japanese Language and Culture Language.</li> <li>▪ Graduated Master of Business Administration (MBA) from University of Hawaii (USA).</li> <li>▪ 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.</li> <li>▪ Expertise areas: Training on Management Skills, Soft skills, Sales skills, Business skills for Japanese companies; and HR and Management consulting, etc.</li> </ul>	<b>Content</b>  <b>Part 1: What is management</b>  <b>Part 2: The roles of manager</b> <ul style="list-style-type: none"> <li>▪ The position and the roles of a manager</li> <li>▪ The assigned responsibilities and proper attitude at work</li> <li>▪ Necessary skills for a manager</li> </ul> <b>Part 3: Efficient management skills</b> <b>3-1. Basic knowledge management</b> <ul style="list-style-type: none"> <li>▪ Operating cash flow in a company</li> <li>▪ Understanding financial statements</li> </ul> <b>3-2 Management by objective (MBO)</b> <ul style="list-style-type: none"> <li>▪ Target setting method</li> <li>▪ PDCA cycle (Plan – Do – Check – Act)</li> <li>▪ Result Assessment</li> </ul> <b>3-3 Working with subordinate</b> <ul style="list-style-type: none"> <li>▪ Improve communication, way of receiving report from subordinate (Hou-ren-sou)</li> <li>▪ On-job training method (OJT)</li> <li>▪ Task assignment and delegation</li> <li>▪ Giving praise &amp; recommendations</li> <li>▪ Motivating subordinate</li> </ul> <b>Part 4: Action plan – Management ability enhancement</b>  ※ The above content is subject to change without prior notices.
<b>Course evaluation result</b>   <p>Until now, the number of participants reached the number 919 person from 234 companies.                  * Number of evaluators: 780 person.</p>	<b>Participants' feedback</b>  ▪ 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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