

LEADERSHIP SKILL DEVELOPMENT

HCM : 10-11-12/3/2027
HN : 15-16-17/3/2027

Are you focusing on developing leadership skill to ensure your team effectiveness?

- Do you believe that leadership is not a born gift but is generated through the process of continuously learning and practicing?
- Have you wondered why profound knowledge and great experience are just not enough to help you become a good leader? Do you know what you are lacking?
- As a team leader, do you know how to lead and encourage your team members in order to bring out the best of their capabilities and achieve team's objectives?

OBJECTIVE

- Understand roles and responsibilities of a leader as well as identify your leadership style
- Improve people management skills: work assignment & delegation skills, motivational skills, talent retaining skills, persuasive communication, etc.
- Build a cohesive and high-performance team with personal development skills and team building & management skills.

TARGET

- ○ Staff
- ✓ First-line Manager
- ✓ Middle Manager
- ○ Top Manager

3-DAY TRAINING

Enhance Leadership skills, lead the team to the success

1. Roles and responsibilities of a middle manager
- Differences between management and leadership: tasks and skills
- Required qualifications and skills for a middle manager
- Comprehensive management model for middle managers

2. Identification of leadership style & situational implementation leading to effective leadership and management
- Embrace the power to lead members effectively
- Develop situational Leadership
- The Skill Will Matrix to classify and evaluate employees

3. Effective work allocation, assignment and delegation
- Distinguish between work allocation, assignment and delegation
- Key principles for successful work assignment and delegation
- Levels of work assignment and delegation
- Process for effective work assignment and delegation

4. Staff development through teaching, training & coaching
- Differences between Coaching and other forms: Training – Teaching
- Necessary procedure of Coaching
- Characteristics and usage of Coaching models
- Coaching process

5. The art of motivating employees & retaining talent
- Clarify, categorize and find suitable methods to meet employees' needs
- Read employees' personalities and emotions to encourage and motivate employees
- Managers' possible actions to motivate employees
- Create an active, creative and inspiring working environment

6. Influential communication and relationship management skills
- Purposeful communication skills
- Implementation of DISC Model to classify & understand others' personalities
- Implementation of positive feedback, advice & behavior modification
- Persuasion and inspiration skills
- Successful relationship management and effective coordination with superiors, peers and other departments

7. Cohesive and high-performance team building
- Build a cohesive and high-performance team with GRIP Model
- Analyze and implement GRIP in work
- Implement The Three A's of Change (Aware - Accept – Adjust) to teamwork according to DISC
- Resolve conflicts in teamwork

8. Action plan to develop leadership skill

※The above content is subject to change without prior notices.

TRAINING TIME & VENUE

Ho Chi Minh **10-11-12/3/2027** (Wed - Thu – Fri)
Time: 8:30 ~ 16:30
Venue: T Floor, Nam Giao 1 Building, 261-263 Phan Xich Long, Cau Kieu Ward

Ha Noi **15-16-17/3/2027** (Mon – Tue - Wed)
Time: 8:30 ~ 16:30
Venue: 3rd Floor, 29T2 Building, Hoang Dao Thuy Street, Yen Hoa Ward, Hanoi

TRAINER

Ms. T. T. N. HANH

- Graduated Master of Business Administration (MBA) from Ho Chi Minh City University of Economics and Finance and Mini MBA from The Oxford Centre For Leadership – United Kingdom
- Certified Master Train The Trainer International from WISC – Ascendo Academy - Singapore
- 19-year experience working as managing director, executive management, consultant and trainer
- Expertise areas: Train, coach and consult on corporate management; internal training and human resource development program; leadership development; sales and customer service.

COURSE INFORMATION

[Language] Vietnamese

[Fee] **8,700,000 VNĐ/person** (Lunch for 3 days incl., VAT excl.)
For company with 2 – 4 participants, training fee is discounted 5%; with 5 or more participants, discounted 10%.
(Applied separately for training in HCM and in HN)

[Method] We applied **offline training**

[Participant] HCM: 28 people – Ha Noi: 30 people
(First-come, first-served basic)

[Registration] Fill in the attached "Application form" and send to AIMNEXT via Email (training-vn@aimnext.com)

AIMNEXT
Professional Training & Consulting

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In charge Ms. Nga Do & Ha Ngo (English, Vietnamese)
Mr. Yasunaga Hiroto (Japanese)