

To be succeeded in Japanese enterprise!

Before developing your expertise, what would you need?

Do you usually meet some situations listed below?

- 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!

To be succeeded in Japanese enterprise!

★ Understanding culture and working style in Japanese enterprise ★

Course 1 :

BUSINESS SKILL BASICS (2 DAYS)

★ Understanding culture and working style in Japanese enterprise★

PC-HCM-1901	Ho Chi Minh City	07-08/01/2019 (Mon – Tue)	8:30 ~ 16:30
PC-HN-1901	Hanoi	14-15/01/2019 (Mon – Tue)	8:30 ~ 16:30

Course 2 :

HOU-REN-SOU SKILL (2 DAYS)

★ Communication with superiors and colleagues effectively★

PC-HCM-1902	Ho Chi Minh City	28/2-01/03/2019 (Thu – Fri)	8:30 ~ 16:30
PC-HN-1903A	Ha Noi	11 - 12/03/2019 (Mon – Tue)	8:30 ~ 16:30

Course

[Training venue]	Ho Chi Minh City : 165 Nam Ky Khoi Nghia Guest House, 165 Nam Ky Khoi Nghia, Ward 7, Dist. 3 Hanoi : 12F, Indochina Plaza Tower, 241 Xuan Thuy, Dich Vong Ward, Cau Giay Dist.
[Target]	Vietnamese employees working in Japanese enterprises
[Language]	Vietnamese
[Fee]	4,600,000/VND/person/course (Lunch for 2 days incl., VAT excl.) ✳For companies with 2-4 participants, training fee is discounted 5%; with 5 or more participants, discounted 10%. (Applied separately for training in Ho Chi Minh and in Hanoi)
[Participant]	25 people (First-come, first-served basic)
[Registration]	Fill in the attached "Application form" and send to AIMNEXT via Email or Fax

Trainer

Ms. T.T.T.Thuy

- Graduated Master of Business Administration (MBA) from the CFVG (Centre Franco-Vietnamien De Formation à La Gestion)
- More than 17 years working experience in supply chain planning, training, coaching and KAIZEN activities in Japanese company and European company.
- Major in : soft skill, Business Skill Basics in Japanese Companies.

For further information, please kindly contact us via:

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In charge : Ms. Do Nga (Vietnamese & English)
Ms. Mizuki Kimura (Japanese)

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★ Understanding culture and working style in Japanese enterprise ★

Objectives

- Understanding the knowledge, professional business manner and how to work effectively in a Japanese company.
- Understanding the superior's thinking and expectation in work, hence increasing the efficiency in mutual communication.
- Understanding Hourensou skills (Report - Contact - Discuss) and being able to apply effectively in the work.
⇒ Increase productivity and promote personal ability to the fullest.

Content

BUSINESS SKILL BASICS (2 DAYS)

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 discrepancy and how to erase it

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 & Action Plan

~ Problems relating to Vietnamese working style under the assessment of Japanese enterprise ~

HOU-REN-SOU SKILL (2 DAYS)

Part 1 : Are you confident in your ability to communicate with your superior?

~ Self examination and self assessment of communication skill ~

Part 2 : Practice the Hou-Ren-Sou skill and execute business efficiently!

- When and how to present a report briefly, clearly and sufficiently.
- When and how to contact clearly, smoothly and to the right audience.
- When and how to discuss quickly and with good result.
- How to receive orders from your superior effectively.

Part 3 : Present your ideas to the superior persuasively!

- 5W2H Rule
- Whole-part Rule (Whole-part-Whole)
- PREP Rule (Point - Reason - Example - Point)

Part 4 : Action Plan to apply Hourensou to your work from

tomorrow!

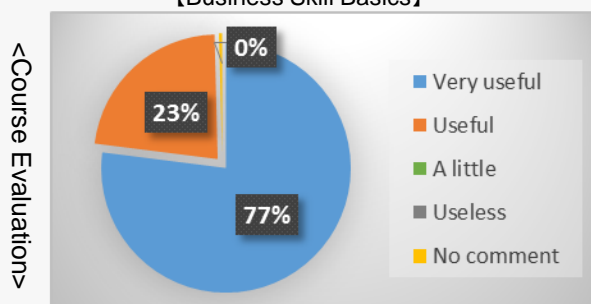
~ How to apply Hou-Ren-Sou to solve current communication problems with superior ~

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

Course evaluation results

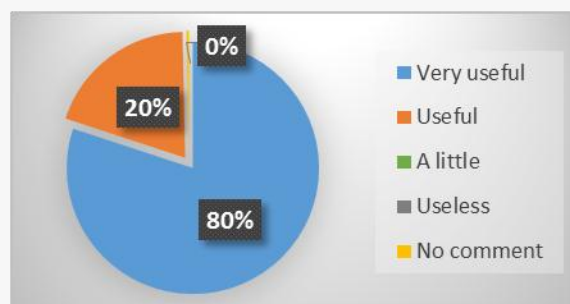
Until 2018, the number of participants attended "Business skill basics" course are 1.277 people and "Hou-Ren-Sou Skill" course are 1.858 people. AIMNEXT VIETNAM has received many positive feedbacks for these both courses.

【Business Skill Basics】



Number of evaluators : 1.247 people

【Hou-Ren-Sou Skill】



Number of evaluators : 1.759 people

<Participants' feedback>

- This course helps me understanding the differences between Vietnamese and Japanese, the differences in working style and helps me know how to work more effectively with superiors. (A participant – Business Skill Basics 2014)
- This course helps me understanding the benefit of periodic progress reports to superiors and through understanding the purpose of the report and the requests of superiors, the quality of work will be improved. (A participant – Hou-Ren-Sou Skill 2015)