

# 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?  
If the answer is yes, then 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?

Let's join AIMNEXT's "Leadership Skill Development" course to enhance your leadership and know how to motivate and lead your subordinates.

## LEADERSHIP SKILL DEVELOPMENT (3 DAYS)

★ Enhance Leadership skills, lead the team to the success! ★

### Training time - Venue

- Ho Chi Minh** **11-12-13/03/2019 (Mon-Tue-Wed)**
- Time: 8:30 ~ 16:30
  - Venue: The National Assembly Guest House in HCM  
165 Nam Ky Khoi Nghia, Ward 7, District 3.
- Ha Noi** **18-19-20/03/2019 (Mon-Tue-Wed)**
- Time: 8:30 ~ 16:30
  - Venue: 12F, Indochina Plaza Tower, 241 Xuan Thuy,  
Dich Vong Ward, Cau Giay District.

### Objective

- Understand role of a leader as well as required qualities and skills to be a good leader.
- Be able to apply communication skills, task management and problem solving skills into practice
- Understand how to effectively lead team members and enhance work efficiency.

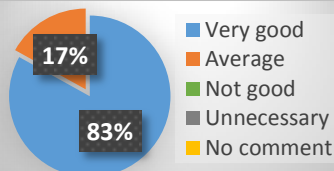
### Training course

- [Language]** Vietnamese
- [Fee]** 6,300,000 VND/ person  
(Lunch for 3 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 Ha Noi).
- [Participant]** 25 people (first-come, first-served basic)
- [Registration]** Fill in the attached [Application form] and send to AIMNEXT via Email or Fax.

### Trainer – Mrs. T. P. Thanh

- Bachelor in international economics (Ho Chi Minh University of Social Sciences and Humanities).
- MBA graduate from Capitol University (USA).
- More than 30 year working experience and holding the executive positions in human resource and service business, including Director of Training and Development, Vice-director of the HR outsourcing and solution company.

### Course evaluation result



Until 2018, the number of participants reached 592.

\* Number of evaluators: 572 people.

### Target

Middle manager/ Candidates for middle manager position (Department manager/ vice manager, supervisor and project manager).

### Contents

#### Part 1 : Building foundation for a leader

- The definition and roles of a leader
- The differences between a manager and a leader
- Leadership styles and their impact.

#### Part 2 : Developing your leadership skills

##### 1. Persuasive communication skill

- Communication barriers and solutions
- Verbal & Non-verbal communication
- The art of listening
- Conducting effective meetings

##### 2. Problem solving skill

- Problem identification methods
- Problem solving process
- Techniques for developing alternatives
- Techniques for gaining consensus
- Role of a leader as a problem solver

##### 3. Coaching skill

- The process of coaching
- Roles of a leader in coaching
- Human issue management

##### 4. High-performance team building

- Team building process
- The fundamentals for an effective team
- Dealing with internal & external politics
- Roles of a leader in team building  
~ A facilitator, mediator and negotiator ~

##### 5. Employee motivation skill

- Motivation theories and their applications
- Guidelines for setting SMART goals
- Self-actualization in the tea.

#### Part 3 : Action plan to develop leadership skill

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

### Participant's feedback

- This course helps me apply communication skills, team-working skills and problem solving skills to my work.
- This course helps me know how to set goals and make plans for my work. It also helps me know how to manage staffs through leadership skills (communication, employee motivation..). (Participants from 2017 course)

For further information, please kindly contact us via:

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



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