TRAINING AND DEVELOPING STAFF IS FUNDAMENTAL FOR THE SUCCESS OF A MANAGER !

☑ Do you clearly understand benefits and the importance of staff training and development in your career path as a manager?
☑ Have you already prepared yourself with necessary skills for staff training and development?
☑ Have you thoroughly obtained the most effective methods and process of job instruction and coaching for staff?

This "Staff development through Job Instruction and Coaching" course will help you to develop your staff's ability, and together achieve the work target.

STAFF DEVELOPMENT THROUGH JOB INSTRUCTION AND COACHING (2 days)

★ Prepare skills, methods and techniques for effective staff training ★

Time – Venue

Ha Noi   **★ 20-21/11/2023 (Mon - Tue)**
- Time: 8:30 ~ 16:30
- Vanue: 12F, Indochina Plaza Tower
                    241 Xuan Thuy, Cau Giay District

Target

Team Leaders, Supervisors, Managers etc.

Objectives

- Understanding the importance of staff training and development.
- Obtain necessary skills and carry out effective process of job instruction and coaching based on situations.

Course's information

[Language]	Vietnamese
[Fee]	5,000,000 VND/ person (Including 2 days lunch, not including VAT tax.)
	※ For companies with 2-4 participants, training fee is discounted 5%; with 5 or more participants, discounted 10%. (Applied separately for training on HCM and in Ha Noi)
[Method]	We applied **offline** training.
	In case offline training can't be carried out, we apply **online** training instead.
[Participants]	HCM: 28 people HN: 30 people
	(First-come, first-served basic)
[Registration]	Fill in the attached "Application form" and send to AIMNEXT via Email.

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 skills, and Business skills in Japanese Companies.

Content

Part 1 : Overview of Job instruction and Coaching
• What is Job instruction? What is Coaching?
• Why do we need Job instruction & Coaching?
• What is success in Job instruction & Coaching?

Part 2 : Foundational skills for effective Job instruction and Coaching
  2-1. Communication process: Listening – Reflecting – Questioning – Giving feedback
• Listening skill.
• Reflecting skill
• Questioning skill
• Giving feedback skill
  2-2. Thinking way: Listening - No confuting - Encouraging – Supporting – Priding – Inspiring

Part 3 : Process of Job instruction and Coaching
 3-1. Stage 1: making training plan
• Training need analysis
• Job breakdown
 3-2. Stage 2: implementation on the job training in 2 methods
 3-2-1. Job instruction: 4 steps
• Step 1: Preparation
• Step 2: Explanation, make examples.
• Step 3: Asking for doing trial
• Step 4: Checking
 3-2-2. Coaching
     A. Coaching 6 golden rules
     B. Coaching process: GROW
          o **G**oal: define a destination
          o **R**eality: define current situation
          o **O**ptions: define possible options for reaching the goal
          o **W**ill: actions to achieve the goal
3-3. Stage 3: Evaluation

Part 4 : Action Plan

※The above content is subject to change without prior notices

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