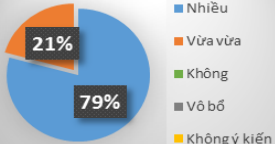


Are you ready to become a professional manager?

- ☑ 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 ★

<h3>Training time - Venue</h3> <p>Ho Chi Minh ★ 18-19/6/2024 (Tue – Wed)</p> <ul style="list-style-type: none"> ▪ Time : 8:30 ~ 16:30 ▪ Venue : T Floor, Nam Giao 1 Building, 261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist. <p>Ha Noi ★ 29-30/7/2024 (Mon – Tue)</p> <ul style="list-style-type: none"> ▪ Time : 8:30 ~ 16:30 ▪ Venue : 12F, Indochina Plaza Tower, 241 Xuan Thuy, Dich Vong Ward, Cau Giay District. 	<h3>Target</h3> <p>Managers, Assistant Managers, Supervisors and etc.</p> <h3>Objective</h3> <ul style="list-style-type: none"> ▪ Understanding the roles and the responsibilities of a manager ▪ Comprehending basic management skills
<h3>Course's Information</h3> <p>[Language] Vietnamese [Fee] 5,400,000 VND/ person (VAT excl.) ※For companies with 2-4 participants, discount 5%; with 5 or more participants, discounted 10%. (Applied separately for training in Ho Chi Minh and in Ha Noi).</p> <p>[Method] We apply offline training. In case offline training can't be carried out, we apply online training instead.</p> <p>[Participant] HCM: 28 people – Ha Noi: 30 people (First-come, first-served basic)</p> <p>[Registration] Fill in the attached 「Application form」 and send to AIMNEXT via Email</p>	<h3>Content</h3> <p>Part 1: What is management</p> <p>Part 2: The roles of manager</p> <ul style="list-style-type: none"> ▪ The position and the roles of a manager ▪ The assigned responsibilities and proper attitude at work ▪ Necessary skills for a manager <p>Part 3: Efficient management skills</p> <p>3-1. Basic knowledge management</p> <ul style="list-style-type: none"> ▪ Operating cash flow in a company ▪ Understanding financial statements <p>3-2 Management by objective (MBO)</p> <ul style="list-style-type: none"> ▪ Target setting method ▪ PDCA cycle (Plan – Do – Check – Act) ▪ Result Assessment <p>3-3 Working with subordinate</p> <ul style="list-style-type: none"> ▪ Improve communication, way of receiving report from subordinate (Hou-ren-sou) ▪ On-job training method (OJT) ▪ Task assignment and delegation ▪ Giving praise & recommendations ▪ Motivating subordinate <p>Part 4: Action plan – Management ability enhancement</p> <p>※ The above content is subject to change without prior notices.</p>
<h3>Trainer</h3> <ul style="list-style-type: none"> ▪ HCM: Ms. D. T. H. Trang Graduated Master of Business Administration from University of Hawaii (USA). Over 5 years experience working in European automotive manufacturing company, and Japanese consulting firm in Tokyo. Currently, being General Director of Aimnext VN. ▪ HN: Mr. L. Q. Dao Graduated from Yokohama National University, Faculty of Economics in Japan and La Trobe University, Bachelor of International Business Management in Australia. Have over 15 years working experience in Japanese factory in Japan and Vietnam as GM of Production Control, GM of Sales and GM of HR and General Affairs. 	<h3>Participants' feedback</h3> <ul style="list-style-type: none"> ▪ 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)
<h3>Course evaluation result</h3>  <p>Until now, the number of participants reached the number 919 person from 234 companies. * Number of evaluators: 780 person.</p>	

For further information, please kindly contact us via:

AIMNEXT VIETNAM CO., LTD.

Head office: T Floor, Nam Giao 1 Bldg., 261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist., HCM city.
Rep. Office: Floor 12A, Sao Mai Bldg, 19 Le Van Luong, Nhan Chinh Ward, Thanh Xuan District, Hanoi

TEL : (028) 3995 8290
 Email : training-vn@aimnext.com
 URL : www.aimnext.com.vn
 In charge : Ms. Loan Anh (Vietnamese & English)
 Mr. Tasuku Nagayoshi (Japanese)

