

Optimize time and maximize productivity through superior time management skills !!!

- ☑ Are you feeling overwhelmed and stressed with endless stream of to-do lists and task assignments?
- ☑ Do you frequently miss deadlines and have to delay many tasks, which impacts the performance evaluation by your superior?
- ☑ Are you constantly interrupted by emails, phone calls, and requests from superiors, colleagues, and subordinates, making it difficult to focus and achieve your goals?

If you answered "yes" to any of these questions, then the "Time Management to increase work efficiency" course offered by Aimnext Vietnam is the perfect solution for you. By enrolling in this course, you will learn valuable principles and useful tools that will help you work more efficiently, reduce stress, and achieve your goals both in your professional and personal life.

TIME MANAGEMENT TO INCREASE WORK EFFICIENCY (2 DAYS)

★ Time is equal for everyone, granting every person 24 hours a day. Those who can master their time will also master the quality of their life.! ★

Training Time & Venue	Objectives
<p>Ho Chi Minh 10-11/10/2024 (Thu – Fri)</p> <ul style="list-style-type: none"> ▪ Time: 8:30 ~ 16:30 ▪ Venue: T Floor, Nam Giao 1 Bldg., 261-263 Phan Xich Long, Ward 2, Phu Nhuan District. <p>Ha Noi 17-18/10/2024 (Thu – Fri)</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. 	<ul style="list-style-type: none"> ▪ Develop a deeper understanding of the critical role that effective time management plays in the workplace. ▪ Grasp the principles and necessary tools to manage time effectively, thereby boosting productivity and performance. ▪ Optimize your work speed and achieve exceptional efficiency within the constraints of the standard 8 hour workday. <p>Target</p> <p>Staff, Team Leader</p>
Course information	Content
<p>[Language] Vietnamese.</p> <p>Fee 5,400,000 VND/person (Lunch for 2 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 Ho Chi Minh and in Ha Noi).</p> <p>Method We applied offline training. In case offline training can't be carried out, we apply online training instead.</p> <p>Participants 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 (training-vn@aimnext.com).</p>	<p>Part 1: Understanding Time and Time Management</p> <ul style="list-style-type: none"> • What is time and time management? • The significance and advantages of time management for individuals and companies • "Think-Act-Result" Model • Levels of time management • 5 critical components of efficient time management • Assessment test of time management skills <p>Part 2: 5 steps of effective time management using the 5A Model (Aware, Analysis, Attack, Assign, Arrangement)</p> <p>2.1 Step 1 (Aware): Identify all the tasks that require completion 2.2 Step 2 (Analysis): Evaluate and categorize tasks by importance and urgency, determine the prioritization of tasks 2.3 Step 3 (Attack): Eliminate time-wasting factors 2.4 Step 4 (Assign): Delegate tasks, assign tasks and seek support from others (if necessary) 2.5 Step 5 (Arrangement)</p>
Trainer – Ms. T. T. N. Hanh	
<ul style="list-style-type: none"> ▪ 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. 	<p>Part 3: Maximize daily work performance</p> <ul style="list-style-type: none"> • Methods for planning and executing tasks within an 8-hour workday • Techniques for creating a daily to-do list • Anti-procrastination techniques • The 5 Choices to extraordinary productivity • Utilization of technology in time management <p>Part 4: Action Plan</p> <p style="text-align: right;">✳ The above content is subject to change without prior notices.</p>

For further information, please kindly contact us via:

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