

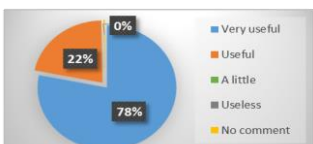
Communication with superiors and colleagues effectively!

- ✓ Your superior becomes angry with you because you, sometimes, do not report those you suppose unnecessary. Then, you wonder what we need to report and what we need not.
- ✓ After hearing you report, your superior usually cannot grasp it and question you again "In short, what do you want to say?" You want to know how to present a report clearly and sufficiently!
- ✓ Information exchange in your company after running through many levels is commonly not precise anymore.
- ✓ Your superior does not trust in what you present and always questions "Why?", "Are you sure?" etc. You want to know how to persuade your superior!

Almost all of failures at work can be avoided when you equip yourself with Hou-Ren-Sou skill, (Report – Contact – Discuss). With this course, you will find a chance to assess Hou-ren-sou skill of yourself, become aware of what is lacking and practice your Hou-Ren-Sou through games, group discussion and case study ect.

HOU-REN-SOU SKILLS (2 DAYS)

★ Understanding culture and working style in Japanese enterprise ★

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| <h3>Training time & Venue</h3> <p>Ho Chi Minh ★ 17–18/2/2025 (Mon – Tue) Time: 8:30 ~ 16:30 Venue: T Floor, Nam Giao 1 Bldg., 261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist.</p> <p>Ha Noi ★ 24–25/2/2025 (Mon – Tue) Time: 8:30 ~ 16:32 Venue: 12F, Indochina Plaza Tower, 241 Xuan Thuy, Dich Vong Hau Ward, Cau Giay Dist.</p> | <h3>Objectives</h3> <ul style="list-style-type: none"> ✓ Self assessment of Hou-ren-sou skill and awareness of one's weaknesses. ✓ Understanding the importance, implementation process and application of Hou-Ren-Sou to the reality of work. ✓ Improve the ability to present the problem efficiently "easy to grasp, persuasive and stick to the point". |
| <h3>Course Information</h3> <p>[Language] Vietnamese [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 HCM and in HN). [Method] We applied offline training. [Participants] HCM: 28 people – Ha Noi: 30 people (First-come, first-served basic) [Registration] Fill in the attached "Application form" and send to AIMNEXT via Email (training-vn@aimnext.com).</p> | <h3>Target</h3> <p>Vietnamese employees working in Japanese enterprises.</p> |
| <h3>Giảng viên</h3> <p>Ms. T.T.T.Thuy</p> <ul style="list-style-type: none"> ▪ Graduated Master of Business Administration (MBA) from the CFVG (Centre Franco-Vietnamien De Formation à La Gestion). ▪ More than 17 years of working experience in supply chain planning, training staff, leading KAIZEN in Japanese and European companies. ▪ 5 years experience of management and operation in training field. Training Business Management and Soft-skills, consulting Kaizen for adult learners at many levels of employees in Japanese companies. | <h3>Content</h3> <p>Part 1: Are you confident in your ability to communicate with your superior? ~ Self examination and self assessment of communication skill ~</p> <p>Part 2: Practice the Hou-Ren-Sou skill and execute business efficiently!</p> <ul style="list-style-type: none"> • 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. <p>Part 3: Present your ideas to the superior persuasively!</p> <ul style="list-style-type: none"> • 5W2H Rule • Whole-part Rule (Whole-part-Whole) • PREP Rule (Point - Reason – Example – Point) <p>Part 4: Apply Hourensou to your work from tomorrow & Action Plan ~ How to apply Hou-Ren-Sou to solve current communication problems with superior ~</p> <p style="text-align: right;">※ The above content is subjected to change without prior notices</p> |
| <h3>Course evaluation result</h3>  <p>Until 2019, the number of participants attended "Hou-Ren-Sou Skill" course are 2.166 people. Number of evaluators: 2066 people</p> | <h3>Participants' feedback</h3> <ul style="list-style-type: none"> ▪ 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. <p>(A participant – Hou-Ren-Sou Skill 2018)</p> |

For further information, please kindly contact us via:



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