

# 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?  
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** ★ 17 – 18 – 19/3/2025 (Mon - Tue - Wed)
- Time: 8:30 ~ 16:30
  - Venue: T Floor, Nam Giao 1 Building, 261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist.
- Hanoi** ★ 24 – 25 – 26/3/2025 (Mon - Tue - Wed)
- Time: 8:30 ~ 16:30
  - Venue: 12F, Indochina Plaza Hanoi 241 Xuan Thuy, Cau Giay District

### Target

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

### Objective

- Understand roles and responsibilities of a leader as well as identify your leadership style
- Improve people management skills: work assignment & delegation skills, motivational skills, talent retaining skills, persuasive communication, etc.
- Build a cohesive and high-performance team with personal development skills and team building & management skills.

### Training course

- Language** Vietnamese
- Fee** 8,100,000 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 HCM and in Ha Noi)
- Method** Offline training.
- Participant** 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

#### Ths. Ms. T. T. N. Hanh

- 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.

### Contents

- 1. Roles and responsibilities of a middle manager**
  - Differences between management and leadership: tasks and skills
  - Required qualifications and skills for a middle manager
  - Comprehensive management model for middle managers
- 2. Identification of leadership style & situational implementation leading to effective leadership and management**
  - Embrace the power to lead members effectively
  - Develop situational Leadership
  - The Skill Will Matrix to classify and evaluate employees
- 3. Effective work allocation, assignment and delegation**
  - Distinguish between work allocation, assignment and delegation
  - Key principles for successful work assignment and delegation
  - Levels of work assignment and delegation
  - Process for effective work assignment and delegation
- 4. Staff development through teaching, training & coaching**
  - Differences between Coaching and other forms: Training – Teaching
  - Necessary procedure of Coaching
  - Characteristics and usage of Coaching models
  - Coaching process
- 5. The art of motivating employees & retaining talent**
  - Clarify, categorize and find suitable methods to meet employees' needs
  - Read employees' personalities and emotions to encourage and motivate employees
  - Managers' possible actions to motivate employees
  - Create an active, creative and inspiring working environment
- 6. Influential communication and relationship management skills**
  - Purposeful communication skills
  - Implementation of DISC Model to classify & understand others' personalities
  - Implementation of positive feedback, advice & behavior modification
  - Persuasion and inspiration skills
  - Successful relationship management and effective coordination with superiors, peers and other departments
- 7. Cohesive and high-performance team building**
  - Build a cohesive and high-performance team with GRIP Model
  - Analyze and implement GRIP in work
  - Implement The Three A's of Change (Aware - Accept – Adjust) to teamwork according to DISC
  - Resolve conflicts in teamwork
- 8. Action plan to develop leadership skill**

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

For further information, please kindly contact us via:

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