

# EFFECTIVE TEAM BUILDING & COORDINATION SKILLS

HCM : 5-6/6/2025

HN : 9-10/6/2025

You are managing a team, but facing some difficulties such as:

- There is a lack of collaboration and effective communication among team members.
- Members don't understand the team's shared goals clearly, resulting in a lack of direction and scattered focus.
- Roles and responsibilities of team members are unclear, leading to ambiguity and an uneven distribution of task assignments.
- The team struggles with internal conflicts and disputes.



## OBJECTIVES

- Understand the importance of teamwork and the roles of a manager
- Know effective teamwork models
- Acquire skills for effective cooperation with others in a team



## TARGET

- Staff
- First-line Manager
- Middle Manager
- Top Manager

## 2-DAY TRAINING

Having a strong team will enable you and your organization to overcome any challenges and quickly achieve significant accomplishments.

### Part 1: Overview of teamwork and collaboration across departments

- Difference between teamwork and collaboration
- The importance of teamwork and collaboration
- Challenges in teamwork and collaboration
- 4 stages of team development
- The roles of leaders and team members in fostering team growth

### Part 2: The roles of a manager in teamwork

- The necessary skills of a manager
- Roles and responsibilities of a manager
- How to implement, monitor, and manage a team's operation effectively

### Part 3. GRIP Model - Effective Teamwork

- 3.1 Characteristics of an effective working group
- 3.2 Model for building successful working groups: GRIP

- Goal: Setting goals in teamwork
- Roles: Define roles and responsibilities among members
- Interpersonal: Interactive communication method
- Procedures: Procedures for effective collaboration

### Part 4. Setting goals in teamwork (Goals)

- Clearly define the team's purpose
- Align personal goals with team goals
- Build SMART goals
- Practice setting work goals in teams

### Part 5. Identifying roles and responsibilities of members (Roles)

- Model 3A - Understand the other person's personality for successful cooperation
- Principles of communicating with different personalities
- Roles needed in a team
- Role and responsibility analysis matrix for effective coordination

### Part 6. Interpersonal communication methods and procedures for effective collaboration

- Building relationships at work
- Building trust
- Methods of influencing with "soft power"
- Brainstorming techniques to contribute and get common ideas
- Managing emotions (EQ) in collaboration
- Effective feedback and suggestion methods
- Problem/conflict resolution process
- Persuasion and influence techniques

### Part 7. Action Plan

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



## TRAINING TIME & VENUE

- Ho Chi Minh 5-6/6/2025 (Thu - Fri)  
Time: 8:30 ~ 16:30  
Venue: T Floor, Nam Giao 1 Building, 261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist
- Ha Noi 9-10/6/2025 (Mon - Tue)  
Time: 8:30 ~ 16:30  
Venue: 12F, Indochina Plaza Tower, 241 Xuan Thuy, Dich Vong Hau Ward, Cau Giay District



## TRAINER

Ms. T. T. N. HANH

- MBA - Master of Business Administration - Ho Chi Minh City University of Economics and Finance (UEF); Mini MBA - The Oxford Centre For Leadership - United Kingdom.
- Master Train The Trainer International - International Trainer of WISC - Ascendo Academy - Singapore.
- 19 years of experience as a CEO, senior manager, consulting training specialist.
- Expert in consulting - coaching, training in Business Administration and Operations; Building and developing the training system - internal development and coaching; developing leadership capacities; and sales and customer service.



## COURSE INFORMATION

- [Language] Vietnamese
- [Fee] 5,400,000 VND/Person  
(Lunch for 2 days, not including VAT).  
For companies with 2-4 participants, training fee is discounted 5%; with 5 or more participants, discounted 10% (Applied separately for training in HCM & in Ha Noi)
- [Method] We applied offline training
- [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 (training-vn@aimnext.com).



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In charge Ms. Loan Anh (English, Vietnamese)  
Mr. Nagayoshi Tasuku (Japanese)