



BUILDING AND GROWING EFFECTIVE TEAMS

HCM : 05-06/6/2025

HN : 09-10/6/2025

- 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 building a strong team to achieve departmental and organizational goals.
- ✓ Recognize the roles of a manager in developing and leading high-performance teams.
- ✓ Master practical methods for building a cohesive and goal-oriented team.
- ✓ Explore effective models that foster stronger teamwork, collaboration, and mutual support among team members.
- ✓ Acquire essential skills to organize, build, lead, monitor, and motivate team members effectively.



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 Team building

- Difference between Team & Group; Teamwork & Collaboration
- The importance of Team building
- Challenges in building a team
- 4 stages of team development

Part 2: The roles of a Team Leader or Manager

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

Part 3. GRIP Model – Building Effective Teams

3.1 Characteristics of an effective team

3.2 The GRIP Model for building a successful team

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

Part 4. Setting team goals (Goals)

- Clearly define the team's purpose
- Align personal goals with team goals
- Build SMART goals
- Practice goal-setting for the team/department/section

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

- Effective communication for teamwork: Hou-Ren-Sou method (Report – Contact – Discuss method)
- Motivation and inspiration techniques
- Methods of influencing with "soft power"
- 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	05-06/6/2025 (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	09-10/6/2025 (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 basis).
[Registration]	Fill in the attached "Application form" and send to AIMNEXT via Email (training-vn@aimnext.com).



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Mr. Nagayoshi Tasuku (Japanese)