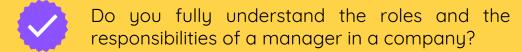
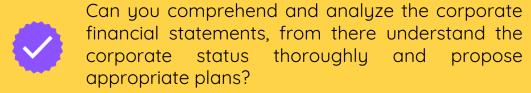


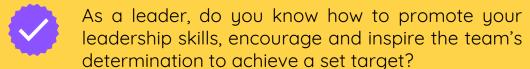
BASIC MANAGEMENT SKILLS

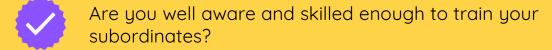
HCM: 11-12/9/2025

HN: 16-17/9/2025











OBJECTIVES

- Understanding the roles and the responsibilities of a manager
- Comprehending basic management skills



TARGET

Staff
First-line Manager



Middle Manager

Top Manager

2-DAY TRAINING

Implement human training strategy, develop inner strength

Part 1: What is management?
Part 2: The roles of a manager

- The position and the roles of a manager
- The assigned responsibilities and proper attitude at work
- Necessary skills for a manager

Part 3: Efficient management skills

- 3.1 Basic knowledge in management
- Operating cash flow in a company
- Understanding financial statements
- 3.2 Management by objectives MBO
- Target setting method
- PDCA cycle (Plan Do Check Act)
- Result Assessment
- 3.3 Working with subordinate
- Improve communication, way of receiving report from subordinate (Hou-ren-sou)
- On-job training method (OJT)
- Task assignment and delegation
- Giving praise & recommendations
- Motivating subordinate

Part 4: Action Plan ~ Management ability enhancement

XThe above content is subject to change without prior notices



The trainer program is specially designed for Japanese businesses, meeting the needs of improving the quality of human resources in the company.





The team of Vietnamese instructors is highly skilled and experienced in teaching, with extensive practical experience working in Japanese companies.





The training format and environment are dynamic, encouraging active participation, feedback, and discussions from the participants. There are practical topics applied after the course.



Head office in HCMC

Address: T floor, Nam Giao Bldg. 1, 261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist., HCMC Tel: +84 (0)28 3995 8290

Representative office in Hanoi:

Address: 12A Floor, Sao Mai Building, No.19 Le Van Luong St., Thanh Xuan Dist., Hanoi Tel: +84 (0)24 6685 0388

Mail: training-vn@aimnext.com

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



TRAINING TIME & VENUE

Ho Chi Minh 11-12/9/2025 (Thu - Fri)

Time: 8:30 ~ 16:30

Venue: T floor, Nam Giao Bldg 1,

261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist

Ha Noi **16-17/9/2025** (Tue – Wed)

Time: 8:30 ~ 16:30

Venue: 14F, Hapro Building, 11B Cat Linh, Van Mieu-

Quoc Tu Giam Ward, Dong Da Dist, Hanoi.



TRAINER

Ms. D. T. H. TRANG

- Graduated Bachelor degree from Copenhagen Business School (Denmark) and Ritsumeikan University (Japan).
- Graduated Master of Business Administration (MBA) from University of Hawaii (USA).
- Over 5 years experience working in European automotive manufacturing company, and Japanese consulting firm in Tokyo, Japan. Over 12 years' experience in executive management's position. Currently, being General Director of AIMNEXT VIETNAM.
- Expertise areas: Training on Management Skills, Soft skills, Sales skills, Business skills for Japanese companies; and HR and Management consulting, etc.



COURSE INFORMATION

[Language] Vietnamese [Fee] 5,400,000 V

[Fee] 5,400,000 VND/Person

(Lunch for 2 days, not including VAT)

For companies with 2-4 participants, discounted 5%;

with 5 or more participants, discounted 10%

(Applied separately for training in Ho Chi Minh and in Ha Noi)

[Method] We applied offline training

[Participants] HCM: 28 person - HN: 30 person

(First-come, first-served basic)

[Registration] Fill in the attachment "Application form" and send to Aimnext

via email: (training-vn@aimnext.com)