

DEVELOPING COACHING SKILLS FOR MANAGERS

HCM : 19-20/11/2025
HN : 24-25/11/2025

Are you encountering challenges in developing your staff?

- ✓ Does your staff overly rely on your guidance, lacking initiative in self-learning and personal development?
- ✓ Do you aspire to nurture your team's growth but don't know how to cultivate a self-driven learning atmosphere that encourages creativity and fosters independent thinking?
- ✓ How to apply coaching in daily work?



OBJECTIVE

- Understand coaching and the key differences between coaching, mentoring, and training.
- Be proficient in coaching techniques to develop team members and enhance team performance.
- Practice coaching skills using internationally recognized models.
- Apply coaching effectively in daily work.



TARGET

- ☐ Staff
- ☒ First-line Manager
- ☒ Middle Manager
- ☐ Top Manager

2-DAY TRAINING

Mastering coaching skills
Unlocking potential - Maximizing employee growth

Part 1: Introduction to Coaching & The Mindset of a Professional Coach

1.1. What is Coaching?

- Definition & role of coaching
- Key differences between Coaching, Mentoring, and Training

1.2. The mindset of a Professional Coach

- Developing active listening skills
- Asking powerful questions
- Building trust and connection with employees

Part 2: The GROW Coaching Model & Practical application

2.1. Introduction of GROW model

- Goal: Defining desired outcomes
- Reality: Assessing the current situation
- Options: Exploring possibilities
- Will: Committing to action

2.2. Practicing Coaching with the GROW Model

- Step-by-step implementation of the GROW model
- Common mistakes and how to avoid them

Part 3: Coaching techniques & Handling difficult situations

3.1. Coaching techniques

- Effective feedback techniques
- Intrinsic motivation techniques
- Advanced questioning techniques

3.2. Handling Difficult Coaching Situations

- Coaching uncooperative employees
- Coaching unmotivated employees
- Managing team conflicts

Part 4: Coaching in the workplace

4.1. Applying coaching in daily work

- 10 tips checklist for building coaching habits
- Coaching in Weekly/Monthly 1-1 meetings
- Coaching for problem solving
- Coaching during task assignment and delegation
- Coaching an employee who made a mistake or unmotivated

4.2. Action Plan

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



TRAINING TIME & VENUE

Ho Chi Minh Time: 19-20/11/2025 (Wed-Thu)
8:30 ~ 16:30
Venue: T Floor, Nam Giao 1 Building,
261-263 Phan Xich Long, Cau Kieu Ward

Ha Noi Time: 24-25/11/2025 (Mon-Tue)
8:30 ~ 16:32
Venue: 12F, Indochina Plaza Tower,
241 Xuan Thuy, Cau Giay Ward



TRAINER

Ms. D. H. GIANG

- PhD candidate in International Business Administration - Charisma University (United Kingdom).
- Co-founder and current CEO of a company specializing in high-level executive recruitment services.
- Former HR Manager at leading organizations such as FPT Software, VietGen Communication, Citysmart Vietnam,...
- Over 20 years of experience in human resource management and leadership development, including nearly 10 years of training and coaching for more than 100 large organizations and companies such as Zalo, FPT Software, Samsung, VNG, Shopee, Cotecons, and VSIP,...
- Expertise areas: leadership and team development, performance management, competency dictionary design, recruitment strategy, and talent retention, etc.



COURSE INFORMATION

[Language] Vietnamese
[Fee] 5,400,000 VND/person
(Lunch for 2 days, excl. VAT).
With 2-4 participants, 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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