

# BASIC MANAGEMENT SKILLS

HCM : 20-21/8/2026

HN : 27-28/8/2026



Do you fully understand the roles and the responsibilities of a manager in a company?



Can you comprehend and analyze the corporate financial statements, from there understand the corporate status thoroughly and propose appropriate plans?



As a leader, do you know how to promote your leadership skills, encourage and inspire the team's determination to achieve a set target?



Are you well aware and skilled enough to train your subordinates?



## 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**

※The above content is subject to change without prior notices

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

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

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

## WHY CHOOSE AIMNEXT



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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 20-21/8/2026 (Thu - Fri)  
Time: 8:30 ~ 16:30  
Venue: T floor, Nam Giao Bldg 1,  
261-263 Phan Xich Long, Cau Kieu Ward

Ha Noi 27-28/8/2026 (Thu - Fri)  
Time: 8:30 ~ 16:30  
Venue: 14F, Hapro Building,  
11B Cat Linh, O Cho Dua Ward



## 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]** 5,800,000 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)