

Lead members toward achieving target

# Team Leader's Role & Responsibility

★ The course will help develop ability of Team leaders in...

- Achieve responsible section's target while leading subordinates
- Ensure achieving target through day to day management activities
- Standardize works toward ensuring quality of work of all the subordinates
- Visualize key points for encouraging self-management of subordinates



## Feature of WS

- ♦ Experienced Vietnamese Trainer will conduct the course with many practices
- ♦ The training result report contains test and practice result will be sent to participating company after the course

## □ Overview of the course

### April 16<sup>th</sup> (Thursday)

#### 1. Company's expectation to Team Leaders

**Lecture:** Team leaders are evaluated by responsible section's result not by individual's result  
**Practice:** Recognize company's expectation to team leaders

#### 2. Role and Responsibility of Team Leaders

**Lecture:** Leaders to maintain, achieving and improving responsible section's target, deploying company policy while developing subordinates  
**Practice:** Define role and responsibility of team leaders

#### 3. Target and control items

**Lecture:** Ensuring achieving target by managing not only result but also the process for making results  
**Practice:** Define target & control items

### April 17<sup>th</sup> (Friday)

#### 4. Daily management points

**Lecture:** Day to day management points and change points, first product management and others  
**Practice:** Identify tasks to be improved when conducting day to day management

#### 5. Job standard

**Lecture:** Standardize works toward ensuring quality of work of subordinates  
**Practice:** Develop working standard

#### 6. Visual Management

**Lecture:** Visualize control points and measurements toward encouraging self-management of all the subordinates  
**Practice:** Visualize management  
**Practice:** Develop action plan after workshop

## □ Workshop information

Lecturer

Vietnamese professional (in Vietnamese)

Date &amp; Time

16<sup>th</sup> & 17<sup>th</sup>, April, 2015, AM 08:30 ~ PM 05:00

Fee

3,700,000VND/pax (include lunch, excluded from VAT)  
(Every 3 registrations from a company, 1 person among 3 will be invited for free)

Venue

3 star hotel in Hanoi city (announced after registration)

## Please contact us now!

International Management Training &amp; Consulting

Register

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