

READ/not look, LISTEN/not hear, TALK/needs to be known, WRITE/easy to understand

## Strengthen Communication Ability



★ The course will help developing ability of managers:

- ◆ Make judgment and take action with understanding purpose
- ◆ Report exactly what is been asked and expected
- ◆ Explain clearly, precisely, logically and concisely

### 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

24<sup>th</sup> September (Thursday)

#### 1. Importance and difficulty of communication

Lecture: "Not to communicate" but "to be communicated"

Practice: Recognize communication issues

#### 2. READ: Understand logical structure of the document

Lecture: Analyze and visualize logical structure of the document

Practice: Practice reading literacy

#### 3. LISTEN: Listen questions not being told

Lecture: Without prejudice listen by using whole senses

Practice : Active listening practice

25<sup>th</sup> September (Friday)

#### 4. TALK: Talk exactly what is being asked

Lecture: Understand expectation and provide enough information clearly and concisely

Practice: Report practice, Elevator talk

#### 5.WRITE: Clear, Specific, Concise, Logical

Lecture: List up, classify and select information, and construct story easy to be understood

Practice: Writing e-mail to supervisor

#### 6.Summary: Summarize lecture

Lecture: Review training contents

Practice: Develop action plan after workshop

### □ Workshop information

Lecturer

Vietnamese professional (in Vietnamese)

Date & Time

24<sup>th</sup> & 25<sup>th</sup>, September, 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 Ho-Chi-Minh city (announced after registration)

**Please contact us now!**

### International Management Training & Consulting

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Register