INTERNATIONAL MANAGEMENT TRAINING & CONSULTING   IMTC

List of Public Workshop schedule (2019)

★ Toward continuous development of employees, IMTC provides regular public workshop to common issues among companies.
★ Other subjects will be planned upon request
★ Workshop soon to be held is announced monthly

★ HN: Ha Noi
★ HCM: Ho Chi Minh

Workshop (2days each)	Overview	Major contents	2019 / 2020 schedule
1. Direction deployment	Draw ideal situation as top management point of view to define direction department	- Direction definition responsibility - Understand company direction - Draw ideal image of division - Define direction, draw blue print	★ 07-08/3 (HN) Only held in HN
2. Mind set for work	Gain mind set expected to be shared by all the employees in the company	- Company is place to work together for shared target - Maintain, improve, innovate result - Enhance manner, reduce rules - Open mind and talk sincerely	★ 14-15/3 (HCM) Only held in HCM
3. Role & Responsibility of Middle manager	Recognize R&R such as achieve, maintain, improve target, and develop oneself and subordinates	- Purpose of company - R&R of Team Leaders - Target & Control items - Daily management points	★ 11-12/4 (HN) ★ 18-19/4 (HCM)
4. Work Planning & PDCA	Scientifically arrange tasks and improve quality of work	- Meaning of arranging task scientifically - Way to develop plan - Improve quality by PDCA chart	★ 09-10/5 (HN) ★ 16-17/5 (HCM)
5. 5S instructor	Not only react to 5S audit result, spontaneously set target & organizationally improve 5S	- 5S to create efficient work place - Key in 5S improvement - Proceed 5S organization widely - Rotate 5S improvement PDCA	★ 13-14/6 (HN) ★ 20-21/6 (HCM)
6. Job Improvement	Obtain way of doing work with thinking thru defining valued and valueless tasks	- Meaning of improving work - Valuable and non-valuable task - Muri-Mura-Muda, 7Wastes - Kaizen step, standardization	★ 11-12/7 (HN) Only held in HN
7. Problem Solving Basic	Obtain step by step for analyzing problem and define measure	- Solve problem to prevent the recurrence with consensus with others - Steps for problem solving - 3reality to know fact and data	★ 18-19/7 (HCM) Only help in HCM
8. Role & Responsibility of Manager	Overlook day to day issues to find essential issue. Define systemic solution toward enhancing organizational ability	- R&R of Manager, way of doing work - Achieve target through organizational ability - Identify essential issue - Establish systemic solution	★ 08-09/8 (HN) Only held in HN
9. Constructive Discussion	Obtain way of conducting constructive discussion, not just say personal opinion, push own idea	- Define shared purpose of meeting - Share basic rules and method for making decision - Focus on discussion point not opinion - Find Win-Win solution	★ 15-16/8 (HCM) Only held in HCM
10. Thorough HRS	Apply organizational measure to enhance Ho Ren So ability at company wide	- Integrate understanding of all the related employees thru ho ren so - Conduct Ho Ren So for related employees based on expectation - 5W2H of Ho Ren So	★ 12-13/9 (HN) ★ 19-20/9 (HCM)
11. Strengthen Analysis Ability	Strengthen objective analysis focuses on problem solving (situation/problem analysis, solution selection)	- Typical weak point at analysis - Strengthen: situation analysis - Strengthen: cause analysis - Strengthen: select solution	★ 10-11/10 (HN) ★ 17-18/10 (HCM)
12. Performance Evaluation	Good Manager is good evaluator. Evaluate subordinates thru day to day instruction.	- Purpose of evaluation and PDCA - Plan: set annual target - Do: day to day review and feed back - Check/Action: annual review & feedback	★ 14-15/11 (HN) Only held in HN
13. Strengthen Instruction Ability	From the subordinate point of view, instruct by specific action need be taken by subordinate	- Understand subordinate's ability, personality, will and others - Apply appropriate leadership style and attitude - Job instruction steps, conflict mgmt	★ 21-22/11 (HCM) Only held in HCM
14. Identify Risk thru Change Point Control	Identify risks thru day to day 4M management, analyze impact and take preventive measure	- What is change point? - Recognize 4M change point - Impact analysis and evaluation - Define preventive measure	★ 12-13/12 (HN) ★ 19-20/12 (HCM)
15. HRD Seminar (Halfday, free seminar)	Toward developing annual/ long-term HRD plan. Develop training plan from long term point of view, not just following requests	- Strategically develop HR toward Genchi-ka/ Jiritsu-ka - Systemize HRD, develop HR toward realizing ideal image - Developing employee toward current & future expectation	★ 10/1 (HN1) ★ 17/1 (HCM)
16. Strengthen logic thinking through problem solving	Defining purpose of report, delivery expected information based on data following structured story	- Define purpose, requirement of report - Structure report story - Define message by analyzing data - Present following story	★ 13-14/2 (HN) ★ 20-21/2 (HCM)

Schedule month columns: 2019: 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 | 2020: 1, 2