

List of Public Workshop schedule (2021)

- ★ 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	2021												2022			
			3	4	5	6	7	8	9	10	11	12	1	2				
1. Direction deployment	Understand intention behind direction. Comply with direction, draw ideal imagine of responsible org, identify direction and measure to realize imagine.	- Expect Mgr identify section's direction - Identifying steps and understand company direction - Understand expectation and draw ideal image of section - Detect general important issue of section - Identify section's direction - Draw road map, synthesize section's direction																
2. Strengthen Communication Ability	Familiar with communication way "Listen and understand intention of talker" and "Respond to question of listener" to improve understand in communication	- Importance and difficulty in communication - READ: to understand - LISTEN: to find true question - TALK: what are expected - WRITE: simple, specific, logic																
3. Role & Responsibility of Middle Manager	Familiar with working style of Team Leader who achieve target of responsible org while leading sub	- Expect of company to Team Leader - R&R of Team Leaders - Target & Control items - Daily management points - Working standard - Manage by eye																
4. 5S instructor	Re-confirm important points in each S, identify organizational measure to improve 5S by considering current 5S	- 5S to create efficient work place - Key in 5S improvement - Improve 5S organizationally - Identify purpose, target, develop plan																
5. Identify Risk thru Change Point Control	Base on understand that issue is from change, to avoid omitting actions for intentional change and identify risk of problem occurred from unintentional change	- Realize change and prevent problem - Realize and understand change - Steps to manage change - Respond to unintentional changes - Respond to intentional changes																
6. Strengthen Instruction Ability	Familiar with sub instruction method from sub's view point, by operation/action sub can do to enhance spontaneous action by sub	- Importance of sub instruction - Leadership from sub' view point - Identify instruction content - Instruct tasks - Manage conflict - Standard and manage by eye																
7. Work Planning & PDCA	On understand that planning is strategic develop activities, identify scientifically tasks and rotate PDCA subjectively	- What is PDCA? Purpose of PDCA - Identify purpose and scope of tasks - Divide and arrange task - Identify risked and estimate material - Identify control point and start plan - Report by PDCA chart																
8. Strengthen Analysis Ability	Using case to solve problem, strengthen analysis based on fact and conclude reasonable	- Typical weak point at analysis - Strengthen: situation analysis - Strengthen: cause analysis (1) - Strengthen: cause analysis (2) - Strengthen: select solution																
9. Kaizen- Job Improvement	Familiar with basic method to improve effectiveness by considering daily tasks and change working way	- Role of employee in Kaizen - Task analysis - Kaizen technique - Step of Kaizen - Standardize working																
10. Constructive discussion in meeting	Impose or select idea is not discuss. Constructive discussion is making use of members' goodwill, to build ideas by combining and improving each member's ideas	- Why do you have meeting? - Meeting preparation - Meeting procedure - Chairman's role, member's role - Discussion and final decision - Realize to action and implement procedure																
11. Role & Responsibility of Manager	As member of Mgmt Board and highest leader of responsible org, Mgr could draw idea imagine of org and identify essential problem from higher and deeper vision	- Company expectation for Manager - Role and responsibility of Manager - Leadership style of Manager - Identify general issues - Working style for improve org ability																
12. HR Mgt for Managers	Toward final purpose of HRM is create HR for future, each Mgr must rotate HRM cycle entirely company to identify and develop HR	- Purpose of HRM - Over view of HR system - Rotate HRM cycle - Draw ideal image of emp. By each layer - Evaluate level of realization of ideal image - Promote sub following career path																
13. Role and responsibility of employee	As a member of company and participate in business of company, integrate with working mindset of company	- What is company? Expectation to employee - Role and responsibility of employee - Work as a team - Rule and manners - Open communication - Meaning of working to life																
14. PDCA in ability evaluation	Evaluation not only for salary level but also to develop sub. To successfully develop sub, need to rotate PDCA throughout all evaluation phases	- Purpose of HRM and working evaluation - Ideal imagine of employee, base to evaluate employee - Rotate PDCA in effective working management - P: set up, share purpose, target - D: evaluate, daily response - C/A: Evaluate, response																
15. Finance Analysis and Cost Mgt	Toward improve market value of company, need to consider entire company problem from view of finance	- Structure of finance management index - Profit and growth index - Effectiveness and sustainability index - Basic of cost management - Cost variance analysis - Systemize cost management																
16. HRM and HRD system	HRD is strategic and planned activity toward creating emp for next level. Develop HRD and organizationally develop empl	- Purpose of HRM and overview of HRM system - HRD framework (OJT-OCT-OffJT) - Training by layer and training to solve problem - Identify development issue and plan development																