

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 toward achieving target
- ◆ 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 containing test and practice result will be sent to participating company after the course

□ Overview of the course

Day 1 (HN: 08 Sep, HCM: 22 Sep)

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

Day 2 (HN: 09 Sep, HCM: 23 Sep)

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: Communication practice

Lecture: Review training contents

Practice: Total practice "READ", "LISTEN", "TALK", "WRITE"

□ Workshop information

Lecturer

Vietnamese professional (in Vietnamese)

Date & Time

Ha Noi: 08th & 09th, Sep, 2016, AM 08:30 ~ PM 05:00

Ho Chi Minh: 22nd & 23rd, Sep, 2016, AM 08:30 ~ PM 05:00

Fee

4,000,000VND/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 (announced after registration)

Please contact us now!

International Management Training & Consulting

Address: HN: Room 609, 6th Floor, Eurowindow building, #27 Tran Duy Hung, Cau Giay

HCM: Room 102, 1st floor, New Port Building, 400/3 Ung Van Khiem, Binh Thanh

Contact: HN: Tel) 04.3222.2171, Fax) 04.3222.2172, HCM: Tel) 08 3512 5740, Fax) 08 3512 9740, Email) info@imtc.vn

Kenji Hachiya (093 424 8018), Phan Thi Hoa (0125 640 4882), Nguyễn Hoàng Thanh Trúc (0168 2426 707)