

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

Day 1 (HN: 21st Apr, HCM: 12th May)

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

Day2 (HN: 22nd Apr, HCM: 13th May)

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 & Time

Ha Noi: 21st & 22nd, April, 2016, AM 08:30 ~ PM 05:00

Ho Chi Minh: 12th & 13th, May, 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

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