

Ensuring achieving target thru day to day management

# Middle manager'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: 14th May, HCM: 21st May, 2024

### 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

Day 2) HN: 15th May, HCM: 22nd May, 2024

### 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 : 14th & 15th, May, 2024, AM 08:30 ~ PM 05:00

Ho Chi Minh : 21st & 22nd, May, 2024, AM 08:30 ~ PM 05:00

### Fee

Offline: 5,100,000VND/pax (include lunch, not include 8% VAT)

Online: 4,700,000VND/pax (not include 8% VAT)

### Way of holding WS

Will be informed about 1 week before the WS date (Offline or Online)

**Please contact us now!**

## International Management Training & Consulting

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