

Lead members toward achieving target

# 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 (HCM: 18<sup>th</sup> June, HN: 23<sup>th</sup> June)

#### 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 (HCM: 19<sup>th</sup> June, HN: 24<sup>th</sup> June)

#### 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

Ho Chi Minh : 18<sup>th</sup> & 19<sup>th</sup>, June, 2020, AM 08:30 ~ PM 05:00  
Ha Noi : 23<sup>h</sup> & 24<sup>th</sup>, June, 2020, AM 08:30 ~ PM 05:00

Fee

4,500,000VND/pax (include lunch, excluded from VAT)

Venue

Announced after registration

**Please contact us now!**

### International Management Training & Consulting

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