

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: 03rd Dec, 2024, HCM: 10th Dec, 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: 04rd Dec, 2024, HCM: 11th Dec, 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: 03th & 04th, December, 2024, AM 08:30 ~ PM 05:00

Ho Chi Minh: 10th & 11th, December, 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

**Contact:** HN: Tel) 024.6291.1900, Mail) imtc\_hanoi@imtc.vn, HCMC: Tel) 028.3551.1900, Mail) imtc\_hcmc@imtc.vn  
Kenji Hachiya: Tel) 093.424.8018, Mail) hachiya@imtc.vn, Website) imtc.vn

**Address:** Hanoi: Room 302, 3<sup>rd</sup> Floor, No.3, Alley 115 Nguyen Khang, Yen Hoa Ward, Cau Giay District.