

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: 11th March (HN)

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: 12th March (HN)

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: 11th & 12th, March, 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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