

Utilize strong points of subordinates toward generating results

# Strengthen instruction ability



## ★ Instruction ability for developing collaborative relation with subordinates

- ◆ Understand team leaders are evaluated by team's result
- ◆ Adopt appropriate leadership style to utilize strength of subordinates
- ◆ Deliver detailed, specific and clear instruction logically by analyzing work

### 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 (HCM: 12<sup>th</sup> December, HN: 19<sup>th</sup> December)

### 1. Importance of instructing subordinate

**Lecture:** Subordinates' result is leader's result

**Practice:** Recognize issues in instructing subordinates

### 2. Leadership from subordinate's view point

**Lecture:** Adopt leadership style after knowing subordinates

**Practice:** Practice leading subordinates

### 3. Defining instruction contents

**Lecture:** Analyzing work to clarify steps, contents and key points of the work

**Practice:** Analyzing work

Day 2 (HCM: 13<sup>th</sup> December, HN: 20<sup>th</sup> December)

### 4. Job instruction

**Lecture:** Clarify purpose, step and contents when conducting instruction

**Practice:** Role playing giving instruction

### 5. Standardizing & visualizing instruction

**Lecture:** Standardize, visualize instruction to maintain higher quality of instruction

**Practice:** Define points for standardization

### 6. Conflict management

**Lecture:** Not be afraid of conflict by understanding method of managing conflict

**Practice:** Role playing conflict management

## □ Workshop information

Lecturer

Vietnamese professional (in Vietnamese)

Date & Time

Ho Chi Minh: 12<sup>th</sup> & 13<sup>th</sup>, December, 2019, AM 08:30 ~ PM 05:00  
Ha Noi: 19<sup>th</sup> & 20<sup>th</sup>, December, 2019, AM 08:30 ~ PM 05:00

Fee

4,200,000VND/pax (include lunch, excluded from VAT)  
(Every 3 registrations from a company, 1 person among 3 will be invited for free)

Venue

Announced after registration

**Please contact us now!**

## International Management Training & Consulting

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