

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 (HN: 12th Nov, HCM: 16th Nov)

### 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 (HN: 13th Nov, HCM: 17th Nov)

### 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: 12th & 13th, November, 2020, AM 08:30 ~ PM 05:00

Ho Chi Minh: 16th & 17th, November, 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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