

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: 14th April, HCM: 22nd April)

Day 2 (HN: 15th April, HCM: 23rd April)

### 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

### 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: 14th & 15th, April, 2021, AM 08:30 ~ PM 05:00  
Ho Chi Minh: 22nd & 23rd, April, 2021, 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

**Contact:** HN: Tel) 024.3222.2171, Mail) imtc\_hanoi@imtc.vn, HCM: Tel) 028.3551.1900, Mail) imtc\_hcmc@imtc.vn  
Kenji Hachiya: Tel) 093.424.8018, Mail) hachiya@imtc.vn, Website) imtc.vn

**Address:** Hanoi: 5<sup>th</sup> Floor, #138 Hoang Ngan, Trung Hoa ward, Cau Giay district.

HCM: Room 303, 3rd Floor, #29 Bach Dang, Ward 15, Binh Thanh district