

# 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: 14<sup>th</sup> Sept, HN: 21<sup>st</sup> Sept)

### 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: 15<sup>th</sup> Sept, HN: 22<sup>nd</sup> Sept)

### 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 : 14<sup>th</sup> & 15<sup>th</sup>, September, 2023, AM 08:30 ~ PM 05:00  
Ha Noi : 21<sup>st</sup> & 22<sup>nd</sup>, September, 2023, AM 08:30 ~ PM 05:00

Fee

Offline: 4,700,000VND/pax (include lunch, not include VAT)  
Online: 4,350,000VND/pax (not include 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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