

Improve instruction from just requesting to sub to develop sub from sub's view

# 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: 18<sup>th</sup> March)

#### 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: 19<sup>th</sup> March)

#### 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 : 18<sup>th</sup> & 19<sup>th</sup>, March, 2024, 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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