List of Public Workshop & schedule (2018)

★ Below lists scheduled and pre-scheduled public workshops for the company to continuously develop Vietnamese staffs

★ Pre-scheduled workshops are scheduled after obtaining request from company

★ Workshop soon to be held is announced monthly

Scheduled or not	Workshop (2days each)	Overview	Major contents	Month (1 2 3 4 5 6 7 8 9 10 11 12)
Scheduled Workshops	1. Direction deployment	Draw ideal situation as top management point of view to define direction department	- Direction definition responsibility of manager - Understand company direction - Draw ideal image of division - Define direction, draw blue print	★ 11-12/1(HN) ★ 18-19/1(HCM)
	2. Work planning & PDCA	Scientifically arrange tasks and improve quality of work	- Meaning of arranging task scientifically - Way to develop plan - Improve quality by PDCA chart	★ 15-16/3(HN) ★ 06-07/3(HCM)
	3. Role & Responsibility of Middle manager	Recognize R&R such as achieve, maintain, improve target, and develop oneself and subordinates	- Purpose of company - R&R of Team Leaders - Target & Control items - Daily management points	★ 19-20/4(HN) ★ 11-12/4(HCM)
	4. Role & Responsibility of Manager	Overlook day to day issues to find essential issue. Define systemic solution toward enhancing organizational ability	- R&R of Manager, way of doing work - Achieve target through organizational ability - Identify essential issue - Establish systemic solution	★ 10-11/5(HN) ★ 17-18/5(HCM)
	5. Job Improvement	Obtain way of doing work with thinking thru defining valued and valueless tasks	- Meaning of improving work - Valuable and non-valuable task - Muri-Mura-Muda, 7Wastes - Kaizen step, standardization	★ 07-08/6(HN) ★ 14-15/6(HCM)
	6. Strengthen logic thinking thru problem solving	Defining purpose of report, delivery expected information based on data following structured story	- Define purpose, requirement of report - Structure report story - Define message by analyzing data - Present following story	★ 12-13/7(HN) ★ 19-20/7(HCM)
	7. 5S instructor	Not only react to 5S audit result, spontaneously set target & organizationally improve 5S	- 5S to create efficient work place - Key in 5S improvement - Proceed 5S organization widely - Rotate 5S improvement PDCA	09-10/8(HN) ★ 14-15/8(HCM) ★
	8. Strengthen analysis ability thru problem solving	Strengthen objective analysis focuses on problem solving (situation/problem analysis, solution selection)	- Typical weak point at analysis - Strengthen : situation analysis - Strengthen : cause analysis - Strengthen : select solution	13-14/9(HN) ★ 20-21/9(HCM) ★
	9. Identify risk thru change point control	Identify risks thru day to day 4M management, analyze impact and take preventive measure	- What is change point? - Recognize 4M change point - Impact analysis and evaluation - Define preventive measure	11-12/10(HN) ★ 18-19/10(HCM) ★
	10. Evaluator workshop (PDCA evaluation)	Good Manager is good evaluator. Evaluate subordinates thru day to day instruction	- Purpose of evaluation and PDCA - Plan: set annual target - Do: day to day review and feed back - Check/Action: annual review & feedback	08-09/11(HN) ★ 15-16/11(HCM) ★
Pre-Scheduled Workshops	1.HR Management & Role of HR department	Toward localization and self-reliant operation, take organization wide leader-ship as HR professional	- Purpose of HR management - Role & responsibility of HR department - HR management cycle - Being HR professional	
	2. HRM system (Grade, Evaluation, Remuneration)	Establish integrated system for creating next generation HR toward sustainable development of company	- Purpose of HR management - Rotate HR management cycle - Company and HR philosophy - Grade, Evaluation, Remuneration system	
	3.Way to conduct discussion	Obtain way of conducting constructive discussion, not just say personal opinion, push own idea	- Define shared purpose of meeting - Share basic rules and method for making decision - Focus on discussion point not opinion - Find Win-Win solution	
	4 Strengthen instruction ability	From the subordinate point of view, instruct by specific action need be taken by subordinate	- Understand subordinate's ability, personality, will and others - Apply appropriate leadership style and attitude - Job instruction steps, conflict mgmt	
	5. Strengthen communication ability	Listen expectation and provide necessary inf., toward counterpart's decision and action	- Communication is for decision & action - Communication is exchange of intention - Read/Listen: Understand intention - Talk/Write: provide information following intention	

HN: Ha Noi
HCM: Ho Chi Minh

☆ Please contact us when have request to hold workshops

☆ By inviting participation from other companies to plan holding workshop