INTERNATIONAL MANAGEMENT TRAINING & CONSULTING

IMTC

★ Below are regular public workshop provided by IMTC (can be adjusted depend on situation).
★ Workshop soon to be held is announced 1 month before
★ For detail content of each topic, please view page 2/2

No		Workshop (2days each)	HN/ HCM	2026											2027
				Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
1	For Managers	Role and responsibility of Manager	HN			14&15				20&21				17&18	
			HCM							06&07				10&11	
2		HRM for Manager	HN				26&27								
			HCM				14&15								
3		Finance for Manager	HN								22&23				
			HCM								10&11				
4		Direction Deployment	HN									22&23			
			HCM									08&09			
5	For supervisors	Role and responsibility of Middle Manager	HN		19&20			16&17		24&25			08&09		
			HCM		12&13					17&18					
6		Kaizen- Job improvement	HN					25&26							21&22
			HCM					11&12							12&13
7		Construct 5S culture	HN			16&17							24&25		
			HCM										10&11		
8		Strengthen Analysis Ability	HN	26&27					07&08						26&27
			HCM	05&06											14&15
9		Strengthen Instruction Ability	HN		24&25					25&26					19&20
			HCM		17&18					11&12					
10		Evaluate employees following PDCA	HN				19&20					20&21			
			HCM									06&07			
11	Common for all the employees	Japanese way of doing work to be shared	HN										19&20		
			HCM										05&06		
12		Strengthen Communication Ability	HN			21&22			23&24				12&13		
			HCM			07&08			14&15						
13		Work Planning & PDCA	HN				21&22						17&18		
			HCM				12&13								
14		Risk awareness by Change Point Control	HN		10&11					18&19					07&08
			HCM						16&17				24&25		
15		Constructive Discussion	HN								15&16				
			HCM							13&14					
16		Critical Thinking	HN					18&19				13&14			
			HCM								08&09				
17	For HR & others	Solution Selling	HN						21&22					15&16	
			HCM						09&10						
18		HRM and HRD system	HN					23&24						22&23	
			HCM					09&10							
19		Enhance In-house Training	HN				07&08					15&16			
			HCM			09&10									

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MANAGEMENT TRAINING ORIGINATED IN JAPAN

INTERNATIONAL MANAGEMENT TRAINING & CONSULTING

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No		Topic name	Overview	Major contents
1	For Managers	Role and responsibility of Manager	Mgr draw idea imagine of responsible org as highest leader, identify essential prob with higher & deeper vision	Company expectation for Manager; Role and responsibility of Manager; Leadership style of Manager; Identify general issues; Working style for improve org ability
2		HRM for Manager	Toward final purpose of HRM (create HR for future), each Mgr rotate HRM cycle entirely company to identify & develop HR	Meaning of HRM; Responsibility of Managers in HRM; HRM cycle: identify/use/evaluate/ develop talent; Systemize HRM cycle; Identify policy HRM manager policy
3		Finance for Manager	Toward enhance company's value in the market, consider company's problems from financial point of view.	Mgr's role in financial management; Financial statements & key financial indicators; ROE/ ROA/ ROIC; value drivers; Financial account mgt and gap analysis; Evaluate solution...
4		Direction Deployment	Understand intention behind direction. Comply with direction, draw ideal imagine of responsible org, identify direction and measure to realize imagine.	Expect Manager identify section's direction; Steps and understand company direction; Draw ideal image of section; Detect essential problem of section; Identify section's direction; Draw road map.
5	For supervisors	R&R of Middle Manager	Familiar with Middle Manager working style-achieve responsible org target while leading sub.	Expect of company to Middle Manager; Role and responsibility of Middle Manager; Target & Control items; Daily Management points; Working standard; Eye Mgt
6		Kaizen- Job improvement	Familiar with basic method to improve effectiveness by considering daily tasks and change working way.	Role of employee in Kaizen; Task analysis; Kaizen technique; Step of Kaizen; Standardize working
7		Construct 5S culture	Re-confirm important points in each S, identify organizational measure to improve 5S by considering current 5S	5S to create efficient workplace; Key in 5S improvement; Improve 5S organizationally; Identify purpose, target, develop plan
8		Strengthen Analysis Ability	Using case to solve problem, strengthen analysis based on fact and conclude reasonable	Typical weak point at analysis; Strengthen: situation analysis; Strengthen: cause analysis (1); Strengthen: cause analysis (2); Strengthen: select solution
9		Strengthen Instruction Ability	Familiar with sub instruction method from subordinate's viewpoint and operation subordinate can do to enhance subordinate's spontaneous action	Importance of sub instruction; Leadership from sub' viewpoint; Identify instruction content; Instruct tasks; Manage conflict; Standardization, Manage by eye
10		Evaluate employees by PDCA	Evaluation not only for salary level but also to develop sub. To successfully develop sub, need to rotate PDCA throughout all evaluation phases	Meaning of evaluation; Recognize expectation of company; Rotate PDCA in evaluation; P: set up, share purpose, target; D: evaluate, daily response; C/A: Evaluate, response
11	Common for all the employees	Japanese way of doing work to be shared	Based on mindset of "being a member of company", get acquainted with "collaborative" way of working to improve organization's achievements	Meaning of company; Work proactively and self-directed; Team work to maximize team results; Take actions consistent with rules and standards; Synchronize understanding through Ho-Ren-So, ... Create a workplace where employees feel satisfied working
12		Strengthen Communication Ability	Familiar with communication way "Listen, understand intention of talker", "Respond to question of listener" to improve understand in communication.	Importance and difficulty in communication; READ: to understand; LISTEN: to find true question; TALK: what are expected; WRITE: simple, specific, logic
13		Work Planning & PDCA	On understand that planning is strategic develop activities, identify scientifically tasks and rotate PDCA subjectively	PDCA&purpose; Identify purpose&scope of tasks; Divide and arrange task; Identify risk and estimate material; Identify control point and start plan; Report by PDCA chart
14		Risk awareness by Change Point Control	Base on understand that issue is from change to avoid omitting actions for intentional change and identify risk of problem occurred from unintentional change	Realize change and prevent problem; Realize and understand change; Steps to manage change; Respond to unintentional changes; Respond to intentional changes
15		Constructive Discussion	Imposing ideas, just choosing ideas, is not discussion. Constructive discussion is about taking advantage of goodwill of members, building ideas by combining and improving each member's ideas.	Discussion is combining and improving ideas; Discuss Division and Integration; Discuss towards common goals; Identify requirements to find optimal ideas; Constructive discussion to generate new optimal ideas; Evaluate and select objective ideas. State idea in detail so that both parties understand it equally
16		Critical Thinking	Improving Vietnamese talent's logical thinking begins with recognizing their own illogicality, which in turn strengthens their ability to critically evaluate their own thinking.	Critical Thinking to enhance logical thinking ability; Investigate purpose & idea: the idea is optimum or not? Investigate problem & cause: whether the problem & cause basing on truth? Reconstruct logic to objective and optimum logic; Self-practice critical thinking
17	For HR & others	Solution Selling	Learn and practice how to approach customers with a solution approach to escape situation of selling based on each relationship or only receiving requests.	Customers buy solutions; Customer's purchasing decision process; Clarify differentiating factor of product or service; Recognize customers' hidden needs & expectations
18		HRM and HRD system	Toward sustainable development of company, build ideal image of company and employees, establish and operate an integrated HRM system by performing strategic and consulting role of HR Dep.	Purpose of HRM and HR section' role; HRM system overview; Reviewing Grading System-Evaluation System-Remuneration System, Proceed HR development
19		Enhance In-house Training	Innovation from "Information training: focusing on information sharing" to "Conversion training: change employee behavior"	Meaning of training; Analyze: Identify misunderstandings; Design: Strategies to correct misperceptions; Develop: Tools to change behavior; Implement: Training focused on consulting; Evaluate: Encourage applying into practice