

Annual Workshop Schedule



- ★ For the continuous ability development of Vietnamese' staffs, training courses are arranged annually as below
- ★ Each course will be announced one by one after fixing the course dates
- ★ When there are requests to have courses at the site near to company or other subjects, please contact us

Annual Workshop Schedule

Course name (2days/each)	Purpose of course	Major subjects to be studied	Month														
			1	2	3	4	5	6	7	8	9	10	11	12			
1. Develop work plan and PDCA	Obtain basic way of work as planning the works before starting taking actions	- Importance of making plan - Methods to develop plan - Managing PDCA chart				★											
2. Role & Responsibility of Team Leader	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				★	★										
3. Role & Responsibility of Manager	Recognize R&R and way of doing work as manager who achieves target while developing organizational ability	- R&R of Manager, way of doing work - Achieve target through organizational ability - Identify in-depth issue					★	★									
4. Better instructing subordinate	Toward developing subordinates and achieving target, instruct subordinates from their point of view	- Know character, desire, ability of subordinates - Leadership style and behavior - Job instruction - Conflict management						★	★								
5. Logical thinking through problem solving	Based on purpose and requirements of report, construct logical structure of story and content toward meeting purpose	- Clarify purpose and requirements - Design logical structure of report - Analyze data, define message - Developing logical report										★	★				
6. Better Communication	Obtain basic skills to enhance mutual understanding through communication	- READ: to understand - LISTEN: to find true question - TALK: what are expected - WRITE: simple, specific, logic															★