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 No: 24 /TB-SDTC

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 HCMC, November 07<sup>nd</sup> 2010

## **NOTICE**

### **About enrolling the training course “Organizational Development”**

Pursuant to the regulations of Social Development Training Center (SDTC); With the consent of Ton Duc Thang University, SDTC is going to organize the training course “*Organizational Development*” with the following information:

- ❖ Time : **10 – 11 December 2010**  
 Morning: 08h00 – 11h30, Afternoon: 13h30 – 17h00
- ❖ Place : 98 Ngo Tat To St., Ward 19, Binh Thanh Dist., HCMC
- ❖ Language : Vietnamese

#### **COURSE OBJECTIVE:**

The training contributes to capacity building for developing organization in the administration and operation-oriented activities. Upon completion of this course, participants are able to:

- Understand the development vision and mission of organization
- Analyze the organizational environment and resources
- Know how to plan the system
- Plan organizational construction and implement its components.
- Manage risks and changes

#### **TARGET PARTICIPANTS:**

The course is designed for staff from NGOs, local social organizations and other individuals who responsible for organizational building and planning.

#### **DETAIL AGENDA:**

<b>DATE</b>	<b>TIME</b>	<b>CONTENT</b>
<b>10/12/2010</b>	<b>Morning:8h–11h30</b>	<ul style="list-style-type: none"> <li>• Welcome &amp; introduction</li> <li>• Assess participants’ needs about the course</li> </ul>
		<ul style="list-style-type: none"> <li>• Organizational vision &amp; mission</li> <li>• Analyze the organizational environment and resources</li> </ul>
		<b>Tea – break</b>
	<b>Afternoon:13h30-17h</b>	<ul style="list-style-type: none"> <li>• Analyze the organizational environment and resources (cont.)</li> <li>• Organizational objectives</li> </ul>
<ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• Management system planning</li> </ul>		
		<b>Tea-break</b>

		<ul style="list-style-type: none"> <li>• Management system planning (cont.)</li> <li>• The components of management system</li> </ul>
11/12/2010	Morning: 8h – 11h30	<ul style="list-style-type: none"> <li>• Plan and implement its components</li> <li>• Resources</li> </ul>
		<b>Tea-break</b>
		<ul style="list-style-type: none"> <li>• Resources (cont.)</li> <li>• Relationship establishment</li> </ul>
	Afternoon: 13h30-17h	<ul style="list-style-type: none"> <li>• Risk management</li> </ul>
		<b>Tea-break</b>
		<ul style="list-style-type: none"> <li>• Change management</li> <li>• Evaluation</li> </ul>

- ❖ Legality: Participants will be offered a **certificate provided by Ton Duc Thang University** if they successfully finish an examination at the end of each course
- ❖ Deadline for registration: **December 06, 2010**
- ❖ Tuition policy:
  - ✚ For local organizations: **pay 90,000 VND/day**
  - ✚ For individuals and other organizations: **pay 360,000 VND/day** (Discount 20% fee for student)
  - ✚ Costs for certificate: **100,000 VND** (Trainee who doesn't attend or pass the examination **won't** be refunded).
  - ✚ For trainee who doesn't pass the examination will receive a certificate of attendance from SDTC
  - ✚ For faraway trainee who needs to receive certificate: **pay post parcel 20,000VND**

**For enquiries and registration, please contact**

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**Director of SDTC**

*(has signed)*

**PhD. Tang Huu Tan**