

NOTICE
About enrolling the training course on “Staff Management”

• **OBJECTIVES:**

The course will provide students with knowledge and skills in staff management. At the end of this course, participations are able to:

- Understand the concept and function of staff management.
- Establish responsibilities and authorities, know how to assign and authorize work to employees
- Solve problems in practice.
- Know how to motivate employees.
- Know how to organize staff meetings efficiently.
- Establish and monitor the implementation of the organization objectives.

• **TARGET PARTICIPANTS:**

The course is designed for project officers, project managers, owners of corporates that use 02 or more employees.

• **CONTENTS:**

The course will provide the following details:

- Leadership and management
- Setting goals
- Responsibility and authority – assignment
- Team building
- Group communication
- Monitor skills and receiving feedback skills
- Problem, conflict solving skills
- Meeting facilitation
- Motivation, capacity recognition
- Training, recruitment and personal development
- Understand Law
- Breakthrough and create power

Time:

21 – 22/04/2011 (2 days)

- Morning : 08h00 – 11h30

- Afternoon : 13h30 – 17h00

Location : Ton Duc Thang
University

Language : Vietnamese

Trainer:

Expert Tran Thanh Quang

- ❖ **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.
- ❖ **TUITIONS:**
 - **20 USD / day** (including study materials, tea-break).
 - Certificate costs: **5,5 USD** (In case participants take an unsuccessful examination or absence, they will be provided a certificate of attendance by Social Development Training Center since SDTC will not refund this costs).
 - Local social staff will be discount 20% tuition (excluding certificate).
- **TRAINER'S INFORMATION: Expert/ M.S.c Tran Thanh Quang**
 - Mr. Quang is a lead auditor of management systems owned by Det Norske Veritas that has been internationally recognized such as ISO 9001:2008, ISO 14001:2004, HACCP, BRC, OHSAS 18001:2007, GMP, ISO 13485:2003, ISO 22000:2005, CE Marking... In addition, he is currently the director of Viet Phat Consulting and Training Company.
 - He has conducted training and evaluation for more than 1,000 enterprises in various fields such as leader of environment system consulting project for 20 oil drilling rigs and constructions that are under Joint Venture Vietsovpetro; training on managing aviation safety system for Vietnam Airlines Company; project leader of reconstructing Vinashin Dung Quat (the period after tranfering into Vietnam National Oil Gas Group)...
- **FOR ENQUIRIES AND REGISTRATION, PLEASE CONTACT**
 - **Mr. Bao – 093 797 5445**
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 - **Deadline for registration: 11 April, 2011**

**Director of SDTC
(has signed)**

PhD. Tang Huu Tan