**TRAINING**

**ENHANCING MANAGEMENT CAPACITY FOR MIDDLE MANAGERS**

This program is designed for people who are middle managers such as Heads of Departments, Supervisors, Team leaders, potential personnel... of the enterprise. Middle management is an important link between the strategic vision between the senior leadership and the specialists performing the task. They are the ones who communicate, plan, manage and turn the ideas and visions of senior leaders into reality. The role of the middle management team is extremely important to the success or failure of an organization.

**1. Mục tiêu của khóa học**

**-** Improve thinking ability, management capacity and administrative efficiency for middle managers, specifically:

- Be aware of the role, position, responsibility and authority of middle managers

- Discover and understand your own leadership style and apply it in operating employees

- Understand and master the art of empowering, assigning and motivating employees.

- Practice planning work for a future administrator

**2. Phương pháp giảng dạy**

- The course is deployed on group discussions, role-playing, and individual exercises throughout the learning process.

- Practice 70% and 30% according to basic theories

- Practical training through exchanging experiences with lecturers and discussing with students in groups.

- Through practice and casework, students have the opportunity to find practical solutions at work.

**3. Curriculum :**

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| **CURRICULUM** | | |
| **Module** | **Content** | **Time**  **(Session)** |
| Module 1 | Portrait of a professional middle manager  - Mid-level management - Leap from specialist to position manager  - The work of middle managers  - Roles and responsibilities of middle managers  - Effective operating results of the operator required skill  Practice skills of middle managers | 1,0 |
| Module 2 | **Leadership capacity and operating results**  - Discover the leadership capacity of middle managers  - Answer requirements for intermediate level of home administration  - Qualities and effective leadership capacity of executive staff  - Power and influence in leadership roles  **Team development capacity**  - Why is it necessary to develop a working team?  - The art of building team goals  - Ability to build relationships and trust between bosses and employees  Implement the leadership capacity of the administrator | 1,0 |
| Module 3 | **The art of empowering and motivating employees**  **-** Motivation and the meaning of the process of motivating employees  - What do managers need to do to create a team of enthusiastic employees?  - Tools to motivate and inspire employees  - The art of empowering and motivating enthusiastic and achieving employees.  Practice motivation and assignment skills | 1,0 |
| Module 4 | **Work planning skills**  **-** Why do you need a work plan?  - SMART tool in setting goals for work  - Time management matrix  - Method of determining job content 5WH2C5M  Practice planning the implementation of a manager's work  Training assessment test | 1,0 |
|  | **TOTAL COURSE TIME** | **4,0** |

**4.Instructor Information**

- Dr. Nguyen Van Thuy, Vice Dean of Faculty of Business Administration - Banking University of Ho Chi Minh City.

- Senior training expert in Human Resource Management, Leadership, Motivation, Change Management and Soft Skills.

- With more than 10 years of experience participating in training for corporations, corporations and large enterprises such as: VNPT, EVN, Nam A Bank, Vietinbank, KLB, DTT, PV Gas, PV Oil, Saigon Beer, PNJ, Truong Hai Auto, VCCI, ….