



SAM

Institute of Management Skills

PROFILE

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ABOUT SAM

SAM Institute of Management Skills was founded by MBA graduate Nguyen Duc Dien– a successful and reputable businessman.

1

Lecturer at University of Economics Ho Chi Minh City (1989 -1994)

2

Member of the Central Committee of the Vietnamese Fatherland Front (2004 - present)

3

President of Vietnam Young Entrepreneurs Association (2003 - 2011)

4

Member of Executive Committee of Ho Chi Minh City Business Association (2004 - present)

5

Founder - VP Young Entrepreneurs Association for 7 terms (1994 - 2011)

6

President of Binh Dinh Entrepreneurs Association in HCMC (2012 - 2016)

7

Chairman - General Director of BDC Business Development Joint Stock Company (2002 – Present)

8

Chairman – Principle of SAM School of Management Development (2009 -present)



Businessman **Nguyen Duc Dien**
with President **Nguyen Xuan Phuc**

ABOUT SAM



Businessman **Nguyen Duc Dien**
and General Secretary **Nguyen Phu Trong**

With the motto:

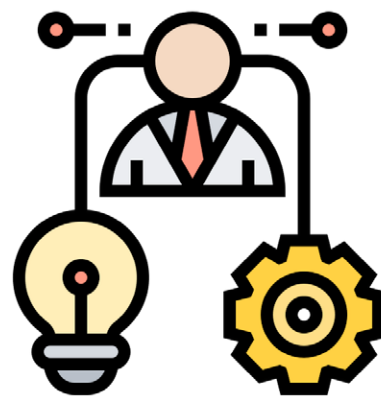
“Accompanying with the development of your enterprises”.

SAM Institute of Management Skills Training has been constantly developing by updating, designing and innovating training programs in line with the market innovation trends and improving the personnel of teams within the participating enterprises.

To date, SAM has conducted training for more than **5,000** businesses with more than **50,000** participants who are leaders and professionals operating in the fields of business, manufacturing, finance and human resources.

In the past 12 years, SAM Institute of Management Skills has received critical acclaims and high praise for the quality of our teaching services, content and training programs, which are always built methodically and professionally.

WHY SAM IS UNIQUE



Focus on training
management skills for
enterprises



Localized
international
practices



Content aims to build
practical skills



Short and concise
courses



Training methods:
flexible and creative
on content and
methods



Real life application

WHAT WE DO



Providing information

Organizing thematic reports, seminars, monographs about:

- The economy
- Entrepreneurship knowledge
- Business management experience
- Soft skills



Training

Conduct public and in-house training courses from 6 program sets:

- Management - leadership
- Human resource management
- Production Management
- Effective working skills
- Sales administration
- Finance Management Program



Consulting for businesses

- Human resources management system consulting
- Production Management Consulting

MANAGEMENT – LEADERSHIP PROGRAM



1. Improving ability for the middle managers
2. Leadership skills
3. Leadership skills for senior managers
4. Leadership skills in a team setting, team in business (*)
5. Team management ability
6. First time as “a boss” (*)
7. Human management

8. Change management
9. Encourage and motivate employees
10. Assign tasks & delegate assignments
11. Method of mentoring staff
12. Staff training and development
13. Building the style and image of a leader
14. Strategic planning (*)

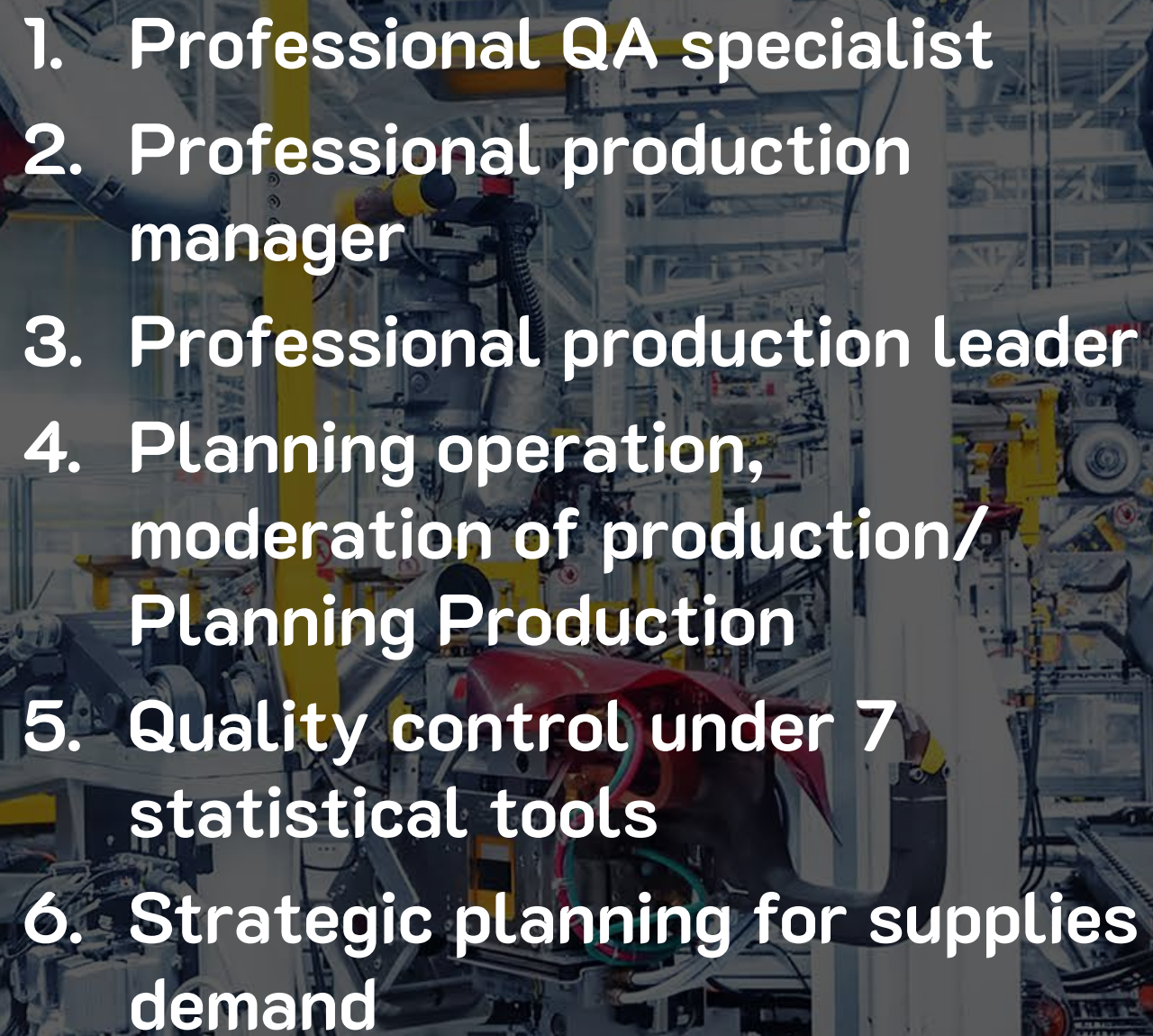



HUMAN RESOURCE MANAGEMENT PROGRAM

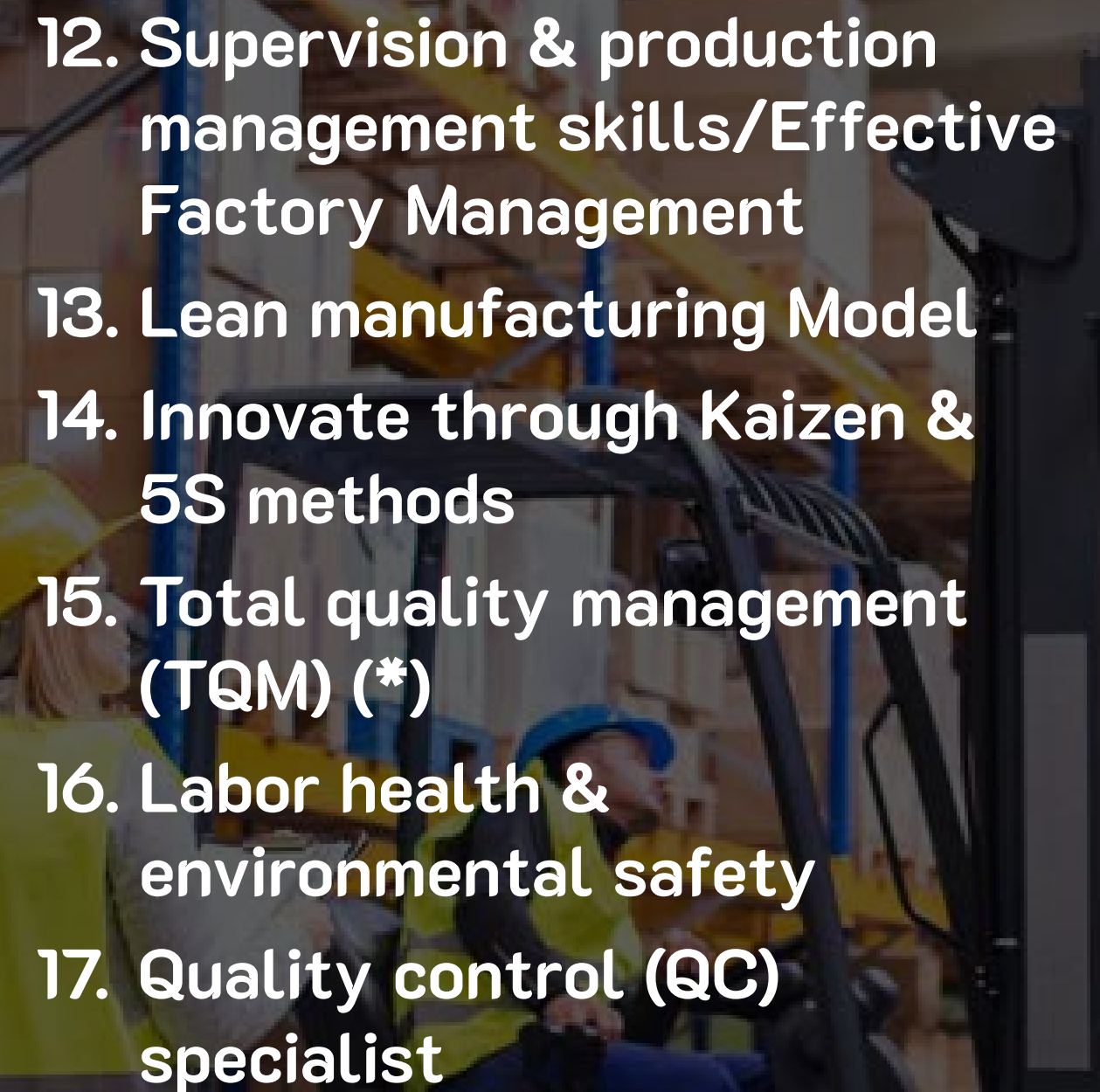
1. Develop & evaluate KPIs
2. Building a 3Ps salary system
3. Method of building a “Competency Dictionary” and application
4. Create labor norms and salary unit prices
5. Human resource planning and development
6. Analyze & build the right job description
7. The key to recruitment & talent compensation (*)
8. Demand analysis & training planning
9. Talent management & succession team development
10. Understanding labor laws in the personnel of the enterprise (*)



PRODUCTION MANAGEMENT PROGRAM

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1. Professional QA specialist
 2. Professional production manager
 3. Professional production leader
 4. Planning operation, moderation of production/ Planning Production
 5. Quality control under 7 statistical tools
 6. Strategic planning for supplies demand

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7. Reduce production waste with GHK tools (*)
 8. Comprehensive productivity management TPM (*)
 9. Warehouse management
 10. Manage & reduce production costs
 11. Effective industrial maintenance management

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12. Supervision & production management skills/Effective Factory Management
 13. Lean manufacturing Model
 14. Innovate through Kaizen & 5S methods
 15. Total quality management (TQM) (*)
 16. Labor health & environmental safety
 17. Quality control (QC) specialist



SOFT SKILLS PROGRAM



1. Time management skills
2. Organizing and leading meetings skills
3. Negotiation skills
4. Building a culture of responsibility at work
5. Enhancing the spirit of collaboration & work effectively
6. Establish relationships at work (networking skills)
7. Effective work skills
8. Planning skills to succeed
9. Conflict resolution skills
10. Effective communication skills

11. Communication skills for management
12. Presentation skills
13. Balancing work and life
14. Work planning and supervising skills
15. Creative thinking and effective problem solving
16. Train the trainer
17. Emotional intelligence
18. Job reporting skills
19. The Editing Profession
20. Positive Thinking



FINANCE MANAGEMENT PROGRAM

1. Financial management
2. Project preparation & appraisal
3. Analyze business financial statements
4. Create & use a business budget
5. Internal control system
6. Management Accounting
7. Cost control



SALES MANAGEMENT PROGRAM

1. Professional Sales supervision
2. Sales skills over the phone
3. Professional sales skills
4. Customer service
5. Establish relationships in business (networking skills) (*)
6. Debt collecting skills
7. Sales management skills
8. Professional store manager
9. Business planning
10. Sales skills at the store
11. Negotiation skills for business
12. Products, supermarket goods and shops display skills





Production Management Consulting

- Productivity improvement in the factory
- Deploying Kaizen, 5S, LEAN in the factory
- Building quality control system



Consulting human resource management system

- Building KPIs system
- Building salary system
- Building the “Capacity Dictionary” system
- Corporate restructuring
- Building system of organizational structure

PROVIDING INFORMATION

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TRAINING METHODS



70% in class practice to promote participant proactiveness

Multi-dimensional interactions through teaching activities such as games, role play, case studies, etc.



Short lectures on application tools and methods to help participants improve their work



Worksheets and exercises are provided after the course



NOTABLE CLIENTS



BÌNH MINH



NOTABLE CLIENTS



THANKYOU

