

Corporate Training Overview

RMIT Vietnam is an experienced provider of skills training and professional staff development to the international and local business community, government and NFP sector.

The University employs a wide network of skilled practitioners, trainers and academics from within our own university network (including our parent campus in Melbourne) and from a wider network of consultants spread throughout Asia and the Pacific.

Unique features of RMIT Vietnam corporate training:

- A training needs analysis through one-on-one interviews, delivers specially tailored courses and training material.
- A post training needs analysis is undertaken as a further measure of quality control.
- Interactive training sessions challenge participants to engage and identify their own learning outcomes.
- Locally-based trainers have professional and/or business experience in Vietnam, and tertiary qualifications from overseas universities.
- Clients have access to the University facilities at Saigon South or Hanoi campuses.
- RMIT Vietnam offers a unique partnership in long term staff development programs with experts sharing their expertise with clients on a regular basis.

English language training

All courses are adapted and tailored to meet the needs of the students. Regular feedback ensures clients and RMIT Vietnam work in close harmony to achieve measurable outcomes with the English Training.

RMIT Vietnam's English programs are designed for both professionals and novice learners of English who wish to improve and upgrade their English for the workplace or a general English capability. Class sizes range from individual one-on-one tuition, small groups of six or seven students to full-size classes of 18 students.

The University offer a variety of English classes including:

General English – all levels from Elementary to Advanced
English for Business
English for Banking
English for Tourism and Hospitality
English for Medicine
English for IT
English for Science and Technology
English for Academic Purposes
English for Health Workers
English for Legal Work

English for exam preparation – IELTS, Cambridge, TOEIC

Professional Development

I. BUSINESS LEADERSHIP MANAGEMENT

01. Time Management
02. Conflict Management
03. Frontline Management Skills
04. Risk Management
05. Team Leadership
06. Managing Staff Performance
07. Creative Problem Solving
08. Project Management
09. Finance for Non Financial Managers
10. Change Management

II. HUMAN RESOURCES

11. Building a Team
12. Train the Trainers
13. Selection & Interview Techniques
14. Coaching skills
15. Job Description & Analysis
16. Performance Management

III. CUSTOMER SKILLS

17. Customer Service Skills
18. Professional Telephone Skills

IV. SALES, MARKETING & ADVERTISING

19. Introduction to Marketing
18. Sales Skills
19. Strategic Marketing in Action
22. Selling Through Distributors

V. COMMUNICATION SKILLS

23. Interpersonal Skills
24. Presentation Skills
25. Effective Meetings
26. Negotiation & Persuasion Skills
27. Multicultural Skills

VI. ENGLISH WRITING SKILLS

28. Report Writing
29. Summarising Skills
30. Business Writing
31. English for TV & Radio
32. Copywriting for Advertisement
33. News & Feature Writing (Newsletters)
34. Email Writing

35. Press Release Writing

VII. PUBLIC RELATIONS, MEDIA RELATIONS

36. Introduction to Public Relations & the Role of a Press Secretary

37. Advanced Public Relations

38. How to Plan & Execute a Media Campaign

*More specific courses are available upon clients' request.

CONSULTING SERVICES

Organisation Design & Development

HR Development & HR Management

Skills Assessment

Needs Analysis

“As a national employers representative organisation, Vietnam Chamber of Commerce and Industry has made every effort to strengthen our support activities to employers and business communication. Therefore, one of priorities of VCCI is to focus on human resource development so as to satisfy enterprises' needs, especially in the context of global integration. RMIT Vietnam is one of partners that we have trusted and satisfied to cooperate in human resource development.”

Mr. Phung Quang Huy

Director, Bureau for Employers' Activities in Vietnam

Vietnam Chamber of Commerce and Industry