

**Leadership:**



**Mr. Truong Quoc Dung**  
Deputy, Acting Manager  
M: 098.6666608  
E: dungtq-itb@vcci.com.vn

## **1.- Unit: Consulting and Training Department**

### **2.- Capability - Experience**

**Introduction:**

Training & Consulting is a functional division of Institute of Information Technology for Business, Vietnam Chamber of Commerce and Industry.

**Functions:**

- Research, propose, advise and consult the BOD of Institute for measures aimed at promoting human resources development in Vietnamese enterprises, particularly at IT application for business.
- Build up or collaborate with other prestigious Institutions in Vietnam or overseas to provide the appropriate standard for evaluating the results of management, business executive, and business developing situation through TEST methods by IT tools.
- Evaluate, assess the quality of the business training programs for Institute of Information Technology for Business.
- Be responsible for researching, designing, conducting training programs, lecturer systems; standardizing training programs to provide to other functional departments.
- Act as representatives to co-operate with universities in the world, Departments, Institutes, international organizations, and other training organizations.
- Supply and manage diplomas and certificates issued by Vietnamese, International training organizations and Vietnam Chamber of Commerce and Industry for the Institute and future agencies system.

**Duties:**

- Survey, research market, assess needs, analysis and conclude on human resources development in enterprises in Vietnam.
- Research, design and build up the short, medium and long term training program to meet the needs of each enterprise or major needs of business.
- Consult and support business to assess and test the total management quality process in the operation of the business.
- Develop training programs for entrepreneurs in Vietnam.
- Compile documentations, books introducing business skills for Vietnam business through websites and magazines.
- Develop and manage business training portal (The e-content project initiative in Vietnam).
- Develop and manage the network of business training in Vietnam.
- Build up and develop a network of lecturers collaborating with faculty VCCI.edu in Vietnam and abroad.
- Develop Center for Human resource Quality Control in the enterprises.
- Enhance international cooperation to associate with the prestigious training organizations of the world and establish partnerships to implement quality programs for businesses, organizations and individuals on skills, on professional and diploma, certificate, degree (Master, PhD, ...)
- Strengthen cooperation with other agencies, organizations and businesses to develop and implement training programs on demand.

**Organizational structure:**

- Advisory Board: Leaders of Institute, leaders of VCCI, a number of leaders of VCCI departments and senior lecturers in Vietnam

and abroad

- Department leaders: 1 Director, 1 Deputy director.

#### **Division:**

1. Program developing and managing
2. Sales and Marketing
3. Organizing and implementing

Number of full-fledged employees: 15 people

Number of temporary/ seasonal collaborators: 10 people

#### **HR development roadmap :**

2012: full-fledged employees: 12	Collaborators: 15
2013: full-fledged employees: 15	Collaborators: 20
2014: full-fledged employees: 15	Collaborators: 25
2015: full-fledged employees: 15	Collaborators: 30

### **3.- Achievements**

2006: Successfully organized 500 training courses for businesses on a national scale, applying IT in production and business activities of enterprises (in the framework of the National Scheme 191 Project).

2007: Deployed revenue-generating activities, successfully organized 100 training courses and workshops for the business community in Vietnam to improve management capacity for leadership and skills training for staff s, officers and employees of national agencies, organizations and businesses.

2008: Continued implementing the revenue-generating activities and programs "Leadership Vision" collaborated with the World Bank to organize high class programs given by leading international experts attracted thousands of Vietnam business leaders to participate and highly appreciated.

2009: Implemented revenue-generating activities through training programs, mass workshops, and specific programs with the participation of renowned experts in the world attracted thousands of participants.

2010: Opened a new orientation: implemented training programs in advanced countries in the world such as USA, Japan and so on with the desire to help Vietnam access to new management methods and advanced technology in the world. 3 training courses in foreign countries for hundreds of business leaders in Vietnam. Successfully organized the International Conference in Vietnam with the number of 300-500 delegates from businesses nationwide.

2011: Continued developing activities and building up trade brand in Vietnamese business community. Successfully organized 5 training courses abroad for senior leaders of businesses and hundreds of training courses and seminars in the country for thousands of participants.

2012: Empowered and strengthened competitiveness, invested in activities to build advanced programs, exclusively for the business community in Vietnam.

### **4.- Partners**

#### **FACULTY AND ADVISERS SYSTEM**

##### **a. International: Professional teams from**

- Maryland University - US.
- ANU University - Australia.
- Hawaii University - US.
- Tokyo University - Japan.
- Monash University -Australia.
- ... and other prestigious training organizations.

##### **b. Domestic:**

- Senior economic advisers such as Ms. Pham Chi Lan, Mr. Le Dang Doanh, Mr. Vo Tri Thanh, ...
- Prof. and Dr. Teams from leading universities in Vietnam who have studied for many years overseas.
- Advisors from ministries, departments, branches, ...
- Prestigious CEO of Vietnam who have professional knowledge and practical experience advising businesses.

#### **SOME CUSTOMERS:**

- **Groups:** Group Oil & Gas, Coal and Mineral Group, Viettel Corporation, Post and Telecommunication Corporation, Electricity Group, ...
- **Corporations:** Maritime Corporation, Petroleum Corporation, Vietnam Oil Corporation, Chemical Corporation, Vietnam Airlines Corporation, National Coal Corporation, ...
- **Banks:** Vietcombank, Vietinbank, BIDV, Agribank, SHB, SCB, Sacombank, VDB, VIB, Dai Tin Bank, Tin Nghia Bank, Seabank,

TienPhongBank, ANZ, KEB, ...

- .... And thousands of joint venture companies, joint stock companies, limited companies, other state companies.

**Contact Information:**

**Tel:** (+84-4) 35.74.21.87  
**Fax:** (+84-4) 35.74.26.22 / 35.77.12.07  
**Email:** training\_consulting@itb.com.vn

**Address:**  
Level 4, VCCI Building,  
No 9 Dao Duy Anh street,  
Dong Da District, Ha Noi