

Not just “DO” job, but “Think” when doing job

## Job Improvement workshop (holding On-line)

★ Conduct job while considering improving effectiveness and efficiency

- ♦ Improving effectiveness and efficiency enable salary raise
- ♦ Define value of job from customer point of view, and identify low value tasks within a job
- ♦ Scientifically analyze job, improve job following principles



### Feature of WS

- ♦ Experienced Vietnamese Trainer will conduct the course
- ♦ The training result report containing test and practice result will be sent to participating company after the course

### □ Overview of the course

#### Day 1 (21st April)

##### 1. Employee's role of job improvement

**Lecture:** Better performance is source of salary raise. Clarify valued/ non-value/ necessary evil tasks

**Practice:** Classify valued/non-valued.. tasks

##### 2. Job analysis

**Lecture:** Scientifically analyze job by Muri-Mura-Muda, 7wastes, Flow process chart, SIMO chart...

**Practice:** Practice Job analysis

##### 3. Techniques for job improvement

**Lecture:** Conduct improvement based on principles (Therblig, motion economy, ECRS...)

**Practice:** Suggest improvement idea

#### Day 2 (22nd April)

##### 4. Steps for job improvement

**Lecture:** Logically conduct job improvement following steps

**Practice:** Conduct job-improvement following steps

##### 5. Standardize job

**Lecture:** Standardize job for everyone can do the job at the same high result toward enhancing organizational ability

**Practice:** Practice standardizing job

##### 6. Summary of workshop

**Lecture:** Everyone can improve performance when do the same thing again and again. Kaizen is not experienced but change the job.

**Practice:** After workshop test, survey, action plan

### □ Workshop information

Lecturer

Vietnamese professional (in Vietnamese)

Date & Time

21<sup>st</sup> & 22<sup>nd</sup> , April 2022, 08:30 AM ~ 05:00 PM

Fee

On-line: 4,350,000VND/pax (not include VAT)  
\*fee to be applied for on-line workshop

Way of holding WS

On-line

**Please contact us now!**

### International Management Training & Consulting

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