

## Not just “DO” job, but “Think” when doing job Job Improvement workshop

★ 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 (HCM: 10th Dec, HN: 17th Dec)

#### 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 (HCM: 11th Dec, HN: 18th Dec)

#### 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

Ho Chi Minh: 10<sup>th</sup> & 11<sup>th</sup>, December, 2020, 08:30 AM ~ 05:00 PM  
Ha Noi: 17<sup>th</sup> & 18<sup>th</sup>, December, 2020, 08:30 AM ~ 05:00 PM

Fee

4,500,000VND/pax (include lunch, not include VAT)

Venue

Announced after registration

**Please contact us now!**

### International Management Training & Consulting

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