

## 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 (HN: 9th Nov, HCM: 23rd Nov)

Day 2 (HN: 10th Nov, HCM: 24th Nov)

### 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

### 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

Ha Noi: 9<sup>th</sup> & 10<sup>th</sup>, November, 2017, 08:30 AM ~ 05:00 PM

Ho Chi Minh: 23<sup>rd</sup> & 24<sup>th</sup>, November, 2017, 08:30 AM ~ 05:00 PM

Fee

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

(Every 3 registrations from a company, 1 person among 3 will be invited for free)

Venue

Announced after registration

**Please contact us now!**

**Công Ty TNHH Tư vấn và đào tạo quản lý quốc tế**

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