

Analyze tasks using IE tools to find opportunity for performance improvement

Kaizen - Job Improvement

★ 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: 11th February (HN)

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: 12^h February (HN)

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: 11th & 12th, February, 2025, AM 08:30 ~ PM 05:00

Fee

Offline: 5,100,000VND/pax (include lunch, not include 8%VAT)

Online: 4,700,000VND/pax (not include 8%VAT)

Way of holding WS

Will be informed about 1 week before the WS date (Offline or Online)

Please contact us now!

International Management Training & Consulting

Contact: HN: Tel) 024.6291.1900, Mail) imtc_hanoi@imtc.vn, HCMC: Tel) 028.3551.1900, Mail) imtc_hcmc@imtc.vn

Kenji Hachiya: Tel) 093.424.8018, Mail) hachiya@imtc.vn, Website) imtc.vn

Address: Hanoi: Room 302, 3rd Floor, No.3, Alley 115 Nguyen Khang, Yen Hoa Ward, Cau Giay District.