

Read future, structure work

Work planning & rotate PDCA

★ The course will help participants to develop ability in...

- ♦ Understand importance of making plan before taking action
- ♦ Study method of making plan strategically to ensure achieving target
- ♦ Understand status quantitatively, scientifically and logically define countermeasure to minimize the gap



Feature of WS

- ♦ Experienced Vietnamese Trainer will conduct the course with many practices
- ♦ 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: 09th May, HCM: 16th May)

1. What is PDCA ? Purpose of PDCA

Lecture: PDCA as strategic tool for achieving target
Practice: Recognize company' current PDCA issues

2. Define purpose and scope of work

Lecture: Set SMART target and first to design outcome of the work
Practice: Define purpose, target and scope of work

3. Breakdown into work and mapping tasks

Lecture: Breakdown enough tasks in detail to confirm the expected result could be made. Clarify logical relationship between each task
Practice: Breakdown tasks and schedule network

Day2 (HN: 10th May, HCM: 17th May)

4. Identify risks and estimate resources

Lecture: Estimate enough but minimum resources to prepare for risk but shorten lead-time
Practice: Identify risks and estimate resources

5. Define control items and develop plan

Lecture: Define control items for each schedule activity for monitoring and taking catch up action
Practice: Define control items and develop schedule

6. Monitoring status using PDCA chart

Lecture: Not excuse but define problem and take solution to achieve target
Practice: Using PDCA chart to report status

□ Workshop information

Lecturer

Vietnamese professional (in Vietnamese)

Date & Time

Ha Noi: 09th & 10th, May, 2019, AM 08:30 ~ PM 05:00
 Ho Chi Minh: 16th & 17th, May, 2019, AM 08:30 ~ PM 05:00

Fee

4,200,000VND/pax (include lunch, excluded from VAT)
 (Every 3 registrations from a company, 1 person among 3 will be invited for free)

Venue

Announced after registration

Please contact us now!

International Management Training & Consulting

Contact: HN: Tel) 024.3222.2171, Mail) imtc_hanoi@imtc.vn, HCM: Tel) 028.3551.1900, Mail) imtc_hcmc@imtc.vn
 Kenji Hachiya: Tel) 093.424.8018, Mail) hachiya@imtc.vn, Website) imtc.vn

Adress: Hanoi: 5th Floor, #138 Hoang Ngan, Trung Hoa ward, Cau Giay district.
 HCM: Room 303, 3rd Floor, #29 Bach Dang, Ward 15, Binh Thanh district