

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: 22<sup>nd</sup> July, HCM: 12<sup>th</sup> Aug)

#### 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

### Day 2 (HN: 23<sup>rd</sup> July, HCM: 13<sup>th</sup> Aug)

#### 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: 22<sup>nd</sup> & 23<sup>rd</sup> , July, 2021, AM 08:30 ~ PM 05:00

Ho Chi Minh: 12<sup>th</sup> & 13<sup>th</sup> , August, 2021, AM 08:30 ~ PM 05:00

**Fee**

4,500,000VND/pax (include lunch, excluded from VAT)

**Venue**

Announced after registration

**Please contact us now!**

### International Management Training & Consulting

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