

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: 24th August)

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: 25th August)

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 : 24th & 25th , August, 2023, AM 08:30 ~ PM 05:00

Fee Offline: 4,700,000VND/pax (include lunch, not include 8%VAT)
 Online: 4,350,000VND/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!

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