

# PDCA – ESSENTIAL TOOL TO WORK EFFICIENTLY

- Are you wondering how to make specific and measurable goals?
- Do you want to know how to make a detailed plan to process goals?
- Do you want to be able to control progress of the project clearly ?
- Have you been able to timely find out action to improve situation in order to achieve the goal and plan?

PDCA is a method which helps you to make the specific plan to meet goals (Plan); how to proceed with the plan (Do) and control the implementing process (Check) and after that, you can improve and make the next action steps (Action). The course could provide you not only the meaning of PDCA but also specific practical activities to apply to the reality of work.

## IMPLEMENTATION OF PDCA CYCLE (2 days)

★Practice PDCA through practical activities★

### Training Time - Venue

- Ho Chi Minh** ★ 08-09/10/2020 (Thu-Fri)
- Time: 8:30 ~ 16:30
  - Venue: 165 Nam Ky Khoi Nghia Guest House  
165 Nam Ky Khoi Nghia, Ward 7, District 3
- Ha Noi** ★ 26-27/10/2020 (Mon-Tue)
- Time: 8:30 ~ 16:30
  - Venue: 12F, Indochina Plaza Tower  
241 Xuan Thuy, Cau Giay District.

### Target

Staff, supervisor and group leader

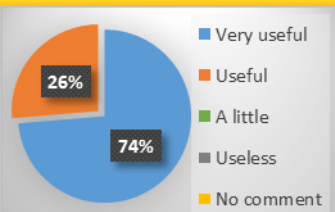
### Course's Information

- [Language] Vietnamese  
[Fee] 4,600,000 VND/person  
(Lunch for 2 days incl., VAT excl.)  
✳️For companies with 2-4 participants, training fee is discounted 5%; with 5 or more participants, discounted 10% .
- Method** we applied **offline training**.  
In case offline training can't be carried out, we apply **online training** instead.
- [Participant] 25 people (**first-come, first-served basic**)  
[Registration] Fill in the attached 「Application form」 and send to AIMNEXT via Email or Fax.

### Trainer – Ms. T. T. T. Thuy

- Graduated Master of Business Administration (MBA) from the CFVG (Centre Franco-Vietnamien De Formation àLa Gestion).
- More than 17 years of working experience in supply chain planning, training staff, leading KAIZEN in Japanese and European companies.
- 5 years experience of management and operation in training field. Training Business Management and Soft-skills, consulting Kaizen for adult learners at many levels of employees in Japanese companies.

### Course Valuation Result



The course has received a lot of support and high appreciation from clients. Until 2018, the number of participants reached the number 656 person.

\* Number of evaluators: 627 person.

### Objective

- Understand the importance of implementing PDCA Cycle (Plan – Do – Check – Action).
- Be able to apply PDCA Cycle to accomplishing daily tasks and improving work. Efficiency.

### Content

#### Part 1: What is PDCA Cycle?

#### Part 2: The practical implementation of PDCA Cycle

- I. PLAN** ~ Identify objectives/ goals and do planning  
Goal identification
- Steps to making an action plan/schedule
  - Notes on making a feasible action plan
  - The method of creating Gantt chart & Exercise: creating Gantt chart
- II. DO** ~ Carry out action plan effectively~
- To-do list management
  - Priority-based task management (Importance level/ Urgency level)
- III. CHECK** ~ Measure/ Analyze the achieved result for further improvement ~
- Analysis of 5 WHY/Cause-and-Effect Diagram
- IV. ACTION** ~ Make change for the initial action plan in order to ensure the success ~
- Revise initial objectives/action plan
  - Brainstorm improvement plan
  - Share successful experience in accomplishing the task

#### Part 3: <Practice> PDCA Circle Implementation

- PDCA Implementation ~ What is CAPDo (Check-Action-Plan-Do)?
- Implementing PDCA and CAPDo in building a plan and achieve it.

#### Part 4: Action Plan

✳️ The above content is subject to change without prior notices.

### Participants' feedback

- It has been found that it is very important to apply the PDCA cycle in order to advance the work effectively. (A participant from 2017 course)
- I was able to understand how to proceed the details of the plan and how to effectively implement it. (A participant from 2018 course)

\*\* For further information, please kindly contact us, via:

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Ms. Mizuki Kimra (Japanese)