

IMPLEMENTATION OF PDCA CYCLE

HCM : 15-16/5/2025

HN : 19-20/5/2025

- ✓ 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?



OBJECTIVES

- 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.



TARGET

- ✓ Staff
- ✓ First-line Manager
- ✓ Middle Manager
- Top Manager

2-DAY TRAINING

PDCA - Essential tool to work efficiently

Part 1: What is PDCA Cycle?

Part 2: The practical implementation of PDCA Cycle

1. Step 1: 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

2. Step 2: DO

- ~ Carry out action plan effectively ~
- To-do list management
- Priority-based task management (Importance level/Urgency level)

3. Step 3: CHECK

- ~ Measure/ Analyze the achieved result for further improvement ~
- Analysis of 5 WHY/Cause-and-Effect Diagram

4. Step 4: 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.



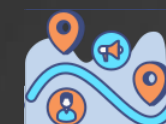
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In charge **Ms. Loan Anh (English, Vietnamese)**
Mr. Nagayoshi Tasuku (Japanese)



TRAINING TIME & VENUE

Ho Chi Minh 15-16/5/2025 (Thu - Fri)

Time: 8:30 ~ 16:30

Venue: T Floor, Nam Giao 1 Building,
261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist

Ha Noi 19-20/5/2025 (Mon - Tue)

Time: 8:30 ~ 16:30

Venue: 12F, Indochina Plaza Tower,
241 Xuan Thuy, Dich Vong Hau Ward, Cau Giay Dist



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 INFORMATION

[Language] Vietnamese

[Fee] **5,400,000 VND/Person**

(Lunch for 2 days, not including VAT).

For companies with 2-4 participants, training fee is discounted 5%; with 5 or more participants, discounted 10%.

(Applied separately for training in HCM & in Ha Noi)

[Method] We applied offline training

[Participants] HCM: 28 people - HN: 30 people
(First-come, first-served basic).

[Registration] Fill in the attached "Application form" and send to AIMNEXT via Email (training-vn@aimnext.com).