

Read future, structure work

# Developing work plan, 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 contains test and practice result will be sent to participating company after the course

## □ Overview of the course

April 9<sup>th</sup> (Thursday)

### 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

April 10<sup>th</sup> (Friday)

### 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  
**Practice:** Develop action plan after workshop

## □ Workshop information

Lecturer

Vietnamese professional (in Vietnamese)

Date & Time

9<sup>th</sup> & 10<sup>th</sup>, April, 2015, AM 08:30 ~ PM 05:00

Fee

3,700,000VND/pax (include lunch, excluded from VAT)  
(Every 3 registrations from a company, 1 person among 3 will be invited for free)

Venue

3 star hotel in Hanoi city (announced after registration)

**Please contact us now!**

**GML Management Training & Consulting**

**Register**

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