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: 06th Aug, HCM: 20th Aug)	Day 2 (HN: 07th Aug, HCM: 21st Aug)
1. What is PDCA ? Purpose of PDCA **Lecture:** PDCA as strategic tool for achieving target **Practice:** Recognize company' current PDCA issues	**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
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	**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
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	**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: 06th & 07th , August, 2020, AM 08:30 ～ PM 05:00** **Ho Chi Minh: 20th & 21st , August, 2020, AM 08:30 ～ PM 05:00**
Fee	**4,500,000VND/pax (include lunch, excluded from VAT)**
Venue	**Announced after registration**

Please contact us now!

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