

# IMPLEMENTATION OF PDCA CYCLE

~PDCA – Essential tool to enhance 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.**

## CONTENT

### Part 1: What is PDCA Cycle?

- ◆ The definition of PDCA Cycle
- ◆ The purpose of implementing PDCA Cycle
- ◆ The meaning of each stage of PDCA Cycle
- ◆ The applications of PDCA Cycle in accomplishing daily tasks and improvement process
- ◆ Self-checking for PDCA Cycle implementation

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

#### 2.1. 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

#### 2.2. DO

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

#### 2.3. CHECK

- ~ Make change for the initial action plan in order to ensure the success ~
- ◆ The importance of "Check" step
- ◆ Progress control
- ◆ Analysis of evaluation criteria and actual outcome
- ◆ Analysis of 5 WHY/ Cause-and-Effect Diagram

#### 2.4. 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: Summary and Action Plan

※The above content is subject to change without prior notices



## 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
- ☒ Middle-Management
- ☒ First-line Management
- ☐ Top-Management

## METHOD



**30% theory, 70% practice** through group discussions, presentations, case studies, role-playing, games, etc.



**AIMNEXT**

Professional Training & Consulting

### HCM HEAD OFFICE

Nam Giao Building 1, 261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist, HCM

### HANOI REPRESENTATIVE OFFICE

Sao Mai Building, No.19 Le Van Luong St., Thanh Xuan Dist., Hanoi