

IMPLEMENTATION OF PDCA CYCLE

HCM : 09-10/4/2026

HN : 13-14/4/2026



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



Middle Manager



First-line 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.



Head office in HCMC:

Address: T floor, Nam Giao Bldg. 1, 261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist., HCMC
Tel : +84 (0)28 3995 8290

Representative office in Hanoi:

Address: 12A Floor, Sao Mai Building, No.19 Le Van Luong St., Thanh Xuan Dist., Hanoi
Tel : +84 (0)24 6685 0388
Mail: training-vn@aimnext.com

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



TRAINING TIME & VENUE

Ho Chi Minh 09-10/4/2026 (Thu - Fri)

Time: 8:30 ~ 16:30

Venue: T Floor, Nam Giao 1 Building,
261-263 Phan Xich Long, Cau Kieu Ward

Ha Noi 13-14/4/2026 (Mon - Tue)

Time: 8:30 ~ 16:30

Venue: 14F, Hapro Building,
11B Dong Da, O Cho Dua Ward



TRAINER

Ms. T. T. T. THUY

- Graduated Master of Business Administration (MBA) from the CFVG (Centre Franco-Vietnamien De Formation à La 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]

5,800,000 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).