

# 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
- 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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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)

We applied offline training

#### [Participants]

HCM: 28 people - HN: 30 people

(First-come, first-served basis).

#### [Registration]

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