

## **Course Name: PDCA Training**

### **Synopsis**

This course is to equip the participants with the knowledge of Plan-Do-Check-Act (PDCA) cycle. This course will provide broad understanding of the different elements that contribute to the continual improvement in an organization. This course uses the PDCA cycle as a framework to deliver in-depth instruction on the process of operation improvement, a number of the associated tools and techniques, and some guidance on effectively presenting data and reporting progress.

### **What You Will Learn**

#### **Learning Outcome:**

Upon completion of this course, the participants will be able to:

- Define PDCA cycle
- Plan on improvement project
- Do what is necessary to implement the actions
- Check on the effectiveness of implementation
- Act to standardize the implementation and also further continual improvement
- Implement the PDCA management in the organisations.



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## Who Should Attend

Directors, Managers, Engineers, Supervisors, Clerical Staff and Operators.

## Prerequisite

N/A

## Course Methodology

- Theory
- Hands-On
- Discussions
- Interactive Classroom Session

## Course Duration

1 day - 9am - 5pm

## Course Structure

### Session 1: Introduction to PDCA

- What is PDCA cycle?
- History of PDCA
- Benefits of PDCA

### Session 2: Plan

- Brainstorming
- SMART - Objective
- Plan – Problems identification.
- Fish Bone Diagram application.
- 5 Whys Analysis.

### Session 3: Do and Check

- Do – Execution
- Using checklist to ensure effective implementation
- Using control charts to monitor the stability of the processes
- Check – Effectiveness of the implementation.
- Using Pareto Analysis to compare before and after implementation.
- Using Histogram to compare before and after implementation.



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Session 4: Act

- Act – Standardization
- Implement corrective and preventive actions
- Continual improvement
- Future plan