

7 MANAGEMENT AND PLANNING TOOLS

DATE: 27-28 April / 22-23 August / 6-7 December 2023
FEE: RM 900

DURATION: 2 Days
HRD CORP SCHEME:
HRD Corp Claimable Courses

PROGRAM OVERVIEW

In 1976, the Union of Japanese Scientists and Engineers (JUSE) saw the need for tools to promote innovation, communicate information and successfully plan major projects. A team researched and developed the seven new quality control tools, often called the Seven Management and Planning (MP) tools, or simply the Seven Management Tools. Not all the tools were new, but their collection and promotion were.

With continuous improvement (kaizen) and Total Quality Control (TQC) becoming increasingly important to world-class companies, there's an urgent need to build quality into every management decision. The tools presented in this programme allow the decision makers to do just that. They represent the advance in quality deployment and project management in recent years.

Unlike the Seven traditional QC tools, which measure quality problems that already exist and are used by quality circles, these Seven Management tools make it possible for managers to plan wide-ranging and detailed total quality control objectives throughout the entire organization.

LEARNING OUTCOMES

Upon completion of this program, participants will be able to:

- Organizing ideas for creativity using the various tools.
- Identifying causal factors and managing objective strategies
- Focused criteria for decision-making and multi-dimensional relationship
- Contingency decision making and scheduling method for timely project completion

METHODOLOGY

- Lively interactive two-way training facilitation.
- Actual customized data for "real life" application.
- Participants are required to organize concept data parameters without the use of quantifiable data sets and produce sequences, charts and/or tables to demonstrate their understanding of 7MP Tools.
- Participants will be taught to analyze and use the appropriate 7MP Tools for different situations, issues, problems and data sets.

WHO SHOULD ATTEND

- Mid/Senior Level Manager
- First Level Manager
- Executive/Supervisory

FACILITATOR

Sudesh Vadivaloo

He is an experienced Management Consultant specializing in both Quality Management and Assurance. His background prior to consultancy work was very much in the manufacturing sector. He has a Bachelor's degree in Resource Economics from University Pertanian Malaysia. After graduating he moved onto the manufacturing sector, starting first with a printing company dealing with international books and magazines and later to contract manufacturing, supporting major semiconductor MNC players in the Klang Valley.

PROGRAM CONTENT

Module 1

Introduction

- Continuous Improvement – Kaizen Mindset.
- Quality Improvement and Total Quality Control.
- What does one do with non-quantifiable datasets?

Module 2

What are the 7MP Tools?

- What are the 7 MP Tools and How To Use Them?
- Does Quality cost less? How do we achieve that?
- Procedures For Problem Solving Using The 7MP Tools.
- Applying the 7 MP Tools towards problem solving

Module 3

The Affinity Diagram

- How to collect verbal data using the brainstorming process?
- How to classify affinity for groups of similar themes?
- How to establish an Affinity Statement?
- How to interpret a completed Affinity diagram?

Module 4

The Inter-relationship Diagram

- How to construct an Inter-Relationship Digraph?
- How to generate all the probable causes for every issue?
- How to explore all the cause-effect relationships and its connection with the various causes?
- How to search out & organize all possible factors?

Module 5

The Tree Diagram

- Establishing an objective based on the Inter-Relationship Digraph topic.
- How to identify constraints towards achieving the set objective?
- How to expand the various levels of means towards meeting a set objective?
- How to make the data visible to the eye?

Module 6

The Matrix Diagram

- Discovering key ideas by use of the matrix cells.
- The different types of Matrix Diagrams available for use.
- Establishing the objective and the various levels of means needed to implement the activity.
- Identifying the appropriate relationship symbols for clear communication.

Module 7

The Prioritization Matrix

- Determining goals, alternatives and criteria required for decision-making.
- How to apply the concept of weight-age to the various options?
- How to rank the order of alternatives according to importance?

Module 8

The Process Decision Program Chart

- Is there a way to find out a correlation between the result and multiple possible outcomes?
- How to identify an existing situation and its related constraints?
- How to connect activities and potential problems that may arise?
- How to identify appropriate contingency plans

Module 9

The Activity Network Diagram

- Why do delays in schedules occur?
- How to monitor the work schedule to avoid delays?
- How to organize key and parallel activities to ensure no 'bottle-necks' occur?
- Identifying key responsibilities in accordance to the work/tasks schedules

PROGRAM SCHEDULE

Day 1

9:00am - 10:30am	:	Module 1
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 2
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 3
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 4
		End of the day



Day 2

9:00am - 10:30am	:	Module 5
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 6 & 7
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 8
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 9
		End of the day