



Training Program

# OPTIMIZING ACTION PLAN & PERFORMANCE REPORT



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In today's fast-paced, results-focused workplace, many young managers and employees struggle with:

- **Planning, monitoring progress, and managing changes to plans** effectively.
- **Producing reports that consume substantial effort but fail to convince senior management.**

With a theoretical foundation and practical toolkit, PACE's **"Optimizing Action Plan & Performance Report"** program will help you:

- **Master the mindset and process for professional action planning**, set clear objectives, and **create plans with risk contingencies.**
- **Produce precise reports** that accurately reflect progress and performance; **persuade leaders and facilitate team collaboration using logic and data-driven insights**

Whether you are a middle manager, team leader, or high-potential employee, this program equips you with essential capabilities to manage work more effectively - demonstrate your capabilities, and advance your career.

## PROGRAM PARTICIPANTS

This program is suitable for managers at all levels and individuals wishing to enhance their planning and progress reporting skills:

- Functional Directors in organizations, including: Finance Director, HR Director, Business Director, Marketing Director, Administration Director, Sales Director, Production Director, Technical Director, Project Director, Chief Accountant, IT Director, etc.
- Heads and Deputy Heads of Departments, Divisions, or Units;
- Professionals aiming to enhance action planning and progress reporting skills.

## PROGRAM OUTCOMES

Upon completion, participants will be able to:

- Build scientific and feasible plans to achieve objectives using professional project management tools (such as PERT, Critical Path, Gantt Chart, etc.);
- Effectively manage and control progress by setting clear milestones, establishing progress tracking systems, and proactively managing risks during implementation;
- Design and standardize transparent, easy-to-understand, action-oriented reporting systems that enable leaders to make timely and accurate decisions;
- Leverage AI technology and digital tools to optimize planning processes and automate reporting.

## PROGRAM OUTLINE

### Part I. Program Overview

- Challenges in today's planning management
- Importance of reporting systems in decision making
- Distinguish goals and targets – basis for goal setting

### Part II. Scientific Planning Methods

- Analyze and identify the work items required to achieve objectives
- Identify relationships among tasks and design the sequence of activities
- Assign tasks and estimate task completion time
- Use PERT and identify the Critical Path
- Use Gantt Chart and develop an action plan to achieve objectives
- Leverage AI to set goals and develop plans

### Part III. Progress Monitoring & Control

- Nature of implementation control
- Develop a control plan
- Identify control milestones
- Develop progress tracking tables
- Forecast and control risks

### Part IV. Systemizing & Optimizing Reporting

- Purpose and significance of reporting systems
- Requirements for reporting systems
- Use data visualization in reporting
- Automate reporting processes using AI and digital tools

## PROGRAM DURATION

Duration: The total duration of the program is 02 sessions (equivalent to 06 hours). You can choose to study in the evening, weekdays or weekends. Please see the detailed schedule of upcoming courses on PACE's website: [www.PACE.edu.vn](http://www.PACE.edu.vn).

Tuition: For the official fee and preferential policy for early fee transfer or group registration, please see details on PACE's website [www.PACE.edu.vn](http://www.PACE.edu.vn) or contact PACE's Training Consulting and Training Department.

*Scan here to learn more about PACE's training programs*



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