BELIEVING IN AUTHENTIC LEARNING



Training Program

OPTIMIZING ACTION PLAN & PERFORMANCE REPORT

PACE | PACE Institute of Management



Training Program

OPTIMIZING ACTION PLAN & PERFORMANCE REPORT

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

Functional managers and management at all levels, including:

- Functional Directors (Finance, HR, Sales, Marketing, Administration, Operations, Production Director, Technical, Project, Chief Accountant, IT, 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 methodical, feasible plans** using the SMARTER method, prioritize tasks effectively, and utilize professional project management tools (PERT, Critical Path, Gantt Chart, etc.).
- **Monitor and control progress efficiently** by setting clear milestones, implementing progress tracking systems, and proactively managing risks.
- **Design and standardize** transparent, easy-to-read, action-oriented **reports** that enable leaders to make timely, accurate decisions.
- **Leverage AI and digital tools** to optimize planning workflows, automate reporting, and improve project timeline forecasting.

PROGRAM OUTLINE

Part I. Program Overview

- Challenges in today's planning management.
- Importance of reporting systems in decision-making.
- Roadmap for comprehensive planning and reporting capability development.

Part II. Scientific Planning Methods

- Distinguish goals vs. targets – using SMARTER criteria
- Task analysis and prioritization.
- Time estimation and resource allocation.
- Leverage AI to set goals and forecast progress.

Part III. Progress Monitoring & Control

- Workflow design (PERT, Critical Path, Gantt Chart, etc.),
- Milestone systems and quality control checkpoints.
- Progress tracking tables and risk management matrices.
- Techniques for adjusting plans amid changes.

Part IV. Systemizing & Optimizing Reporting

- Design standard report structures for different stakeholders.
- Applyze data visualization and storytelling in reporting.
- Automate reporting processes using AI and digital too
- Build KPI dashboards with early-warning indicators.

PROGRAM DURATION

Duration: The total duration of the program is 04 sessions (equivalent to 12 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.

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 or contact PACE's Training Consulting and Training Department.

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