

Application of the 5S model to office administrative management at Minh Duc Commune People's Committee - Pho Yen Town - Thai Nguyen Province

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Abstract: This topic aims to analyze the current state of office administrative management at the Minh Duc Commune People's Committee, Pho Yen Town, Thai Nguyen Province, and propose solutions for applying the 5S model to improve management efficiency. The objective of the topic is to identify limiting factors in the execution of office administrative management tasks, thereby developing a plan to implement the 5S model suitable for the specific characteristics of the unit. The research method combines theoretical analysis and experimentation to ensure the practicality of the project. Through implementation, it is expected to enhance the quality of office administrative management, contributing to improving the operational efficiency of the organization.

Keywords: 5S model, administrative management, Minh Duc Commune People's Committee