



THE ASSOCIATION FOR OVERSEAS TECHNICAL SCHOLARSHIP[AOTS]

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August 2009

**Program Outline
&
Participation Requirements
of
The Program on Lean Production System for Mexico
[MELM]**

24 February - 9 March 2010

1. BACKGROUND OF THE PROGRAM:

AOTS - the Association for Overseas Technical Scholarship - is a non-profit association run with Japanese government subsidies from the Ministry of Economy, Trade and Industry (METI). Since its establishment in 1959, AOTS has been conducting various technical and management training programs in Japan for the people of developing countries. The total number of participants in past AOTS training programs amounts to almost 149,000 from about 170 developing countries and regions. These former participants are playing very important roles in industry and contributing greatly to the economic development of their respective countries.

At the request of former participants of AOTS training programs as well as the industrial and business circles in developing countries, AOTS has been organizing various training programs.

The Program on the Lean Production System for Mexico (MELM) is one of such management training programs, which is being organized in collaboration with the Asociación de Ex-Becarios de AOTS México-Japón A.C. (MEC), mainly designed for middle-level and senior-level managers who are responsible for production management in Mexican manufacturing industry to enhance their production management capabilities related to the introduction, implementation and promotion of the Lean Production System.

2. COUNTRY AND NUMBER OF PARTICIPANTS:

30 participants from Mexico

3. PARTICIPATION REQUIREMENTS:

Participants should have the following qualifications.

- (1) Participants should be, in principle, middle to senior-level managers, factory directors or plant managers and senior engineers who are responsible for production management at manufacturing companies. Managers, staff of public organizations and/or business associations and consultants who give guidance on production management in manufacturing industry may also be accepted.
- (2) Participants should be between 25 and 60 years of age.
- (3) Participants should be university graduates and/or have equivalent professional experience.
- (4) Participants should be healthy enough to undergo an intensive training program in Japan.
- (5) Participants should be residing in Mexico.
- (6) Participants should not be students or armed forces personnel.
- (7) AOTS ex-participants who have recently been awarded an AOTS Scholarship and participated in an AOTS training program in Japan are not entitled to apply for any program which starts within six months (183 days) after they have returned home from Japan.

Notes:

- (1) Family members are not allowed to accompany the participants to Japan.
- (2) Participants shall not request AOTS to arrange, nor arrange by themselves, any additional programs, and shall leave Japan and return to their home countries soon after the completion of the program.
- (3) The Guarantee Letter, which is one of the invitation documents to be issued by AOTS, shall be used only for the purpose of obtaining a training visa and shall not be used for any other purposes, such as participants' business.

4. APPLICATION PROCEDURE:

Applicants should apply to AOTS by submitting the following documents to reach AOTS Head Office **by no later than 2 November 2009 VIA the Asociación de Ex-Becarios de AOTS México-Japón A.C. (MEC)**. Please contact the MEC regarding the deadline in Mexico.

- (1) AOTS Training Application Form, Applicant's Personal Record and Medical Check Sheet (AOTS official form)
- (2) 2 copies of a photo (4 cm x 3 cm) (Please write down the applicant's name on the back.)
- (3) Brochure of the applicant's company/organization
- (4) Photocopy of a passport, an election card, a driver's license or any other identification document issued by a public organization in the applicant's country containing, in Roman letters, the applicant's name in full, a photo of the applicant and his/her date of birth.

- (5) Pre-Training Report and Questionnaire
- (6) Overseas Travel Insurance Consent Form
- (7) About the handing of Personal Information Concerning Trainees (AOTS official form)
The applicant himself or herself is required to submit a form bearing his or her own signature. Either in the absence of agreement, or non-submittance, course participation will not be granted.
- (8) Enquiry into Training Contract (For Japanese Joint-Venture-Companies and Companies exclusively funded by Japanese Enterprises)

The application documents will be forwarded to the AOTS Screening Committee, which will meet on 17 December 2009, for official approval of participation. Those who have successfully passed the screening process will be notified when they receive the invitation documents.

Notes: If the number of participants is less than 16 as of 2 November 2009, AOTS may postpone or cancel this program.

AOTS official form is available. **Please click here.**

http://www.aots.or.jp/eng/t_prgr_j/management/application/procedure.html

[Application from host companies in Japan]

Please refer to the following page.

[Making a reservation for the Management Training Course](#)

AOTS official form is available. **Please click here.**

<http://www.aots.or.jp/jp/documents/kokunai/index.html>

5. OUTLINE OF THE PROGRAM:

-OBJECTIVES

The objectives of the program are:

- (1) To deepen participants' understanding of the Lean Production System by gaining the relevant knowledge, know-how and observing examples of implementing Lean techniques in Japanese companies, and
- (2) To provide an opportunity for participants to consider how to introduce and apply this to their respective companies.

-DURATION

24 February – 9 March 2010 (2 weeks)

- KEY BENEFITS

By the end of this program, participants will be able to:

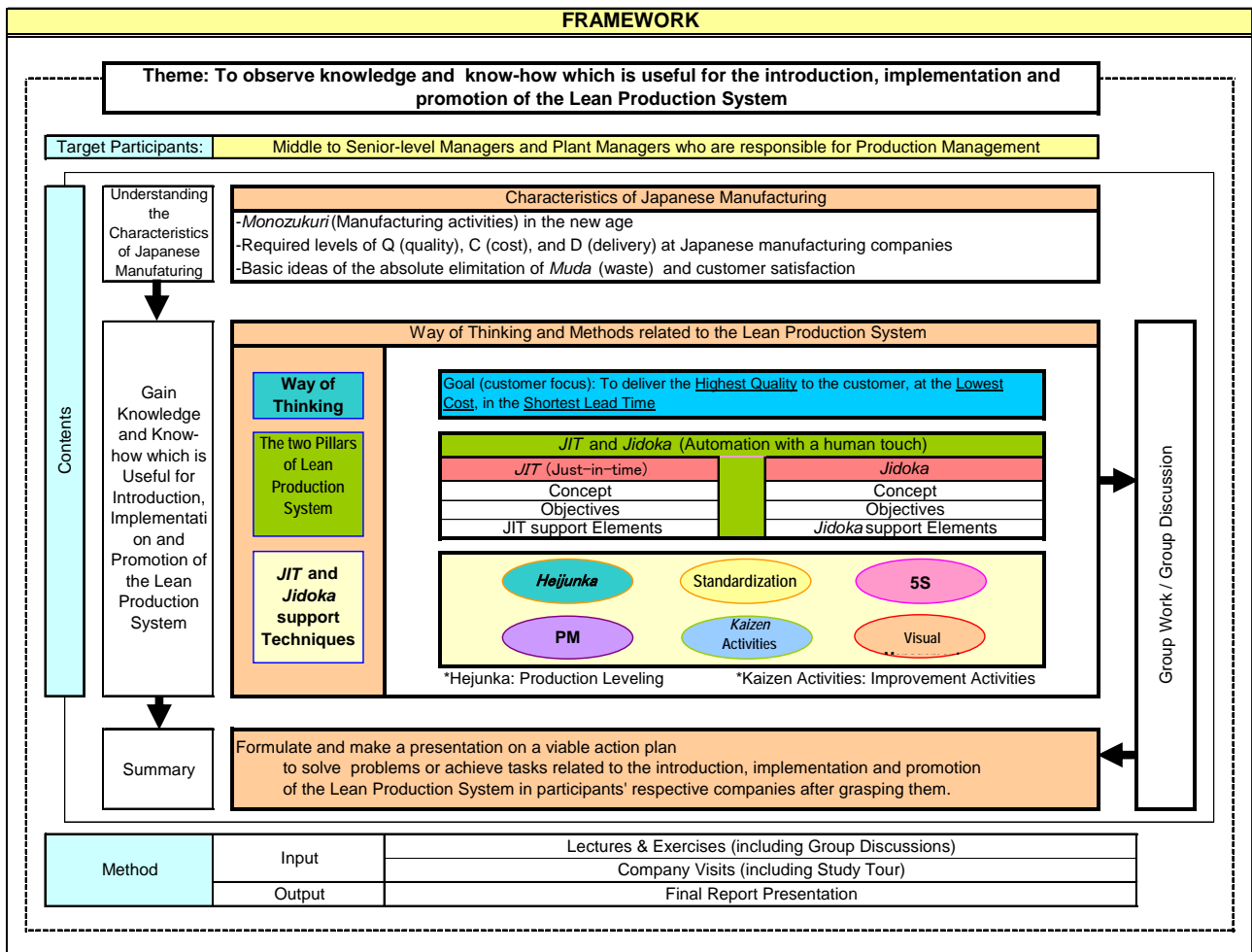
- (1) Understand clearly the basic image and methods related to the Lean Production System,
- (2) Improve their own production management skills and abilities, and
- (3) Grasp problems or tasks related to the introduction, implementation and promotion of the Lean Production System in their respective companies and formulate viable plans to solve those problems or achieve those tasks.

-CONTENTS

Participants will learn the Lean Production System, through lectures, company visits and exercises on the following topics.

- The characteristics of Japanese manufacturing as in the introduction of the course, and
- The thinking way and methods related to the Lean Production System as the main contents of this course.

Please refer to the following framework for more detailed information.



*Note: - *Muda* is any non-value-adding activity, meaning “waste” in English.

-5S is derived from five Japanese words: *Seiri, Seiton, Seiso, Seiketsu, and Shitsuke*, and has been adapted to the English equivalents of sort, straighten, scrub, systematize, standardize.

A typical daily schedule consists of a 3-hour morning session and a 3-hour afternoon session. Some evening sessions may also be organized after dinner.

Please refer to the Tentative Schedule for further details.

-LANGUAGE

All lectures, discussions and company visits will be conducted in Spanish or Japanese with translation into Spanish. In principle, the program documents and training materials will be prepared in Spanish.

-TRAINING LOCATION AND ACCOMMODATION<To Be Determined>

The program will be held at the following AOTS Training Center.

AOTS Chubu Kenshu Center (CKC)

<http://www.aots.or.jp/eng/about/center/ckc.html>

37-12, Mukaihata, Kaizu-cho, Toyota, Aichi 470-0348, Japan

Tel: 81-565-43-2111 (Reception), Fax: 81-565-43-2101

Please refer to item 6 for further information on accommodation.

6. APPLICATION PROCEDURES & FINANCIAL ARRANGEMENTS:

Please click hereApplication from host companies in Japan: [Application Procedures](#) [Financial Arrangements](#)Application from overseas countries: [Application Procedures](#) [Financial Arrangements](#)

7. HANDLING OF PERSONALLY IDENTIFIABLE INFORMATION

AOTS handles personally identifiable information we have obtained from the applicant as follows:

(1) Administrator of Personally Identifiable Information: General Manager, General Affairs Division,
The Association for Overseas Technical Scholarship (AOTS)

Department in charge: General Affairs Group, General Affairs Div., AOTS

Tel: 81-3-3888-8211 E-mail: kojinjoho@aots.or.jp

(2) Use of Personally Identifiable Information

Personally identifiable information provided by the participant will only be used for the screening of the participants and the implementation of the training program. It will not be used for any other purposes or beyond the scope required by laws and regulations of Japan.

For AOTS's privacy policy, please visit <http://www.aots.or.jp/eng/privacypolicy.html>

8. CONTACT POINT:

Asociacion de Ex-Becarios de AOTS Mexico-Japon A.C./MEC

Mr. Sergio Eduardo Castañeda Ramos, President	Concepcion Beistegui 913, Col.del Valle, 03100 Mexico, D.F.	
	Tel:	52-55-5682-8156
Mr. Jesus Hernán Escudelo Melo, Secretary	Fax:	52-55-5682-8167
	E-mail:	aotsmex@prodigy.net.mx

9. FURTHER INFORMATION:

AOTS HEAD OFFICE

Mr. Kazuhiro Ichiura, Manager Scholarship Administration Group (Scholarship Processing) Scholarship Administration Division	30-1, Senju-azuma 1-chome, Adachi-ku, Tokyo 120-8534, Japan	
	Tel:	81-3-3888-8214
	Fax:	81-3-3888-8242
	E-mail:	shouhei@aots.or.jp

**Tentative Schedule
of
The Program on the Lean Production System for Mexico (MELM)**

24 February - 9 March 2010 AOTS Chubu Kenshu Center <To be Determined>

Date	Morning Session	Afternoon Session
23 Feb. (Tue.)	(Arrival in Japan)	
24 (Wed.)	Opening Ceremony Orientation	LECTURE: Characteristics of Japanese Manufacturing - <i>Monozukuri</i> (manufacturing activities) in the new age -Required levels of <i>Q</i> (quality), <i>C</i> (cost), and <i>D</i> (delivery) at Japanese manufacturing companies -Basic ideas of the absolute elimination of <i>Muda</i> (waste) and customer satisfaction
25 (Thu.)	LECTURE: Lean Production System (1) –Way of Thinking- -Basic idea of Lean Production System (<i>LPS</i>) -Basic image and elements of <i>LPS</i>	LECTURE/EXERCISE: Lean Production System (1) –Techniques and Examples of <i>Muda</i> Elimination – -Definition and Reduction Methods of 7 types of <i>Muda</i> -Examples of <i>Muda</i> elimination activities at Japanese manufacturing companies
26 (Fri.)	LECTURE: Lean Production System (3) –The two Pillars of the Lean Production System, <i>JIT</i> and <i>Jidoka</i> – -Basic concepts, objective, and <i>JIT</i> support elements -Basic concepts, objective, and <i>Jidoka</i> support elements	COMPANY VISIT: Lean Production System (4) –Example of Implementing <i>LPS</i> at a Japanese Company–
27 (Sat.)	Day off	
28 (Sun.)	Day off	
1 Mar. (Mon.)	LECTURE/EXERCISE: <i>JIT</i> and <i>Jidoka</i> support Techniques (1) – <i>Heijunka</i> and Standardization– * <i>Heijunka</i> : Production Leveling	LECTURE/EXERCISE: <i>JIT</i> and <i>Jidoka</i> support Techniques (2) – 5S and Visual Management–
2 (Tue.)	LECTURE/EXERCISE: <i>JIT</i> and <i>Jidoka</i> support Techniques (3) –PM –	
3 (Wed.)	STUDY TOUR	COMPANY VISIT: Production Management at a Japanese Company (1) -Example of Implementing Lean Techniques at a Japanese Company
4 (Thu.)		COMPANY VISIT: Production Management at a Japanese Company (2) -5S Activities and Visual Management at a Japanese Company
5 (Fri.)		COMPANY VISIT: Production Management at a Japanese Company (3) - <i>Kaizen</i> (improvement) Activities at a Japanese Company
6 (Sat.)	Day off	
7 (Sun.)	Day off	
8 (Mon.)	LECTURE/EXERCISE: <i>Kaizen</i> Activities -Perspectives and Methods -Examples	Group Discussion and Preparation for Final Presentation
9 (Tue.)	Final Report Presentation	Evaluation of the Program Closing Ceremony
10 (Wed.)	(Departure from Japan)	

Remarks:

- (1) The above schedule is subject to change for the convenience of lecturers and cooperating companies.
- (2) Several group discussion sessions may be arranged in the evening.
- (3) Though Saturdays and Sundays are days off in general, lectures may be scheduled if deemed necessary.

Pre-training Report

- The Program on Lean Production System for Mexico -
[MELM]

Please fill in the following items by using a personal computer or similar equipment, or by handwriting in block letters in Spanish or English. AOTS will duplicate and distribute it to lecturers and other participants as a reference material for the group discussion and the presentations to be held during the program.

1. Your name	
2. Name of your company/ organization	
3. Outline of your company/ organization (preferably by attaching a brochure of the company/ organization)	
4. Your position (preferably by attaching an organizational chart indicating your position)	
5. Your duties in detail	

Name

Questionnaire

This questionnaire is not used as a criterion for the selection of participants but to adjust the program to the knowledge level of participants.

1. Level of Comprehension

Level a: You can explain what it is to others. Or you have applied it in your work.

Level b: You know what it is. Or you have learned it at college/university or by yourself.

Level c: You do not know it well. Or you have never heard of it.

Please check (x) as appropriate.

Item	a	b	c	Item	a	b	c
1				18			
2				19			
3				20			
4				21			
5				22			
6				23			
7				24			
8				25			
9				26			
10				27			
11				28			
12				29			
13				30			
14				31			
15				32			
16				33			
17				34			

2. The Techniques and Tools Your Company Has Adopted

Please check (x) as appropriate.

Techniques / Tools	Adopted	Not Adopted	Planning to introduce (when)
5S			
ISO9000			
LPS			
TQM			
TPM			