

The Program on Production Management for Facilitators in India (INPM)



Development of key personnel for the promotion of QCD improvement activities

September 30 - October 13, 2009 (Two weeks)

at the AOTS Tokyo Kenshu Center (To Be Determined)

Aren't you facing any of the following problems at your companies?

- Managers are less aware of the importance of QCD.
- Managers do not take initiative in problem-solving in production such as quality improvement and cost reduction.
- It is hard to develop key personnel who can promote improvement activities on the shop floor.

Course Objectives

To learn the skills necessary to systematically promote kaizen activities in your company as a workplace kaizen facilitator. To be more specific, the program has the following three targets:

1. To acquire an understanding of the ways of thinking and techniques (e.g., 5S, visual management, elimination of waste) that are related to workplace kaizen, and to learn how to introduce and thoroughly establish kaizen activities in their companies.
2. To learn how to 1) identify major problems from the perspective of their roles in the organization, 2) closely analyze the sources of those problems, 3) create solution proposals, and 4) implement the solutions.
3. To grasp the difference between the Japanese manufacturing mind-set and the conventional mind-set at one's own company, and cultivate participants' ability to disseminate the Japanese manufacturing mind-set.

Target Participants

Middle or senior managers and senior engineers involved in production activities in the manufacturing industry in India

(* The basic knowledge of production management is required.)

Course Features: Curriculum designed for participants to learn the Japanese manufacturing mind-set and philosophy behind that from extensive plant visits.

Before training	<p><Stage 1> In order to make the course more effective, before participants travel to Japan they shall prepare 1) a list of all the issues that exist in their companies and related materials, 2) workplace photos, 3) workplace layout diagrams, and 4) organization chart of his/her company. Participants shall bring the above materials, in addition to the request sheet for this training program from their superiors, with them to Japan.</p>
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Training in Japan	<p><Stage 2> Through lectures on the ways of thinking and techniques that pertain to Japanese-style production management, participants will acquire an understanding of workplace kaizen activities that are common among Japanese companies. The lectures equip participants with the knowledge they need to get the most out of tours of Japanese workplaces. Additionally, by creating presentations covering problems in their own companies and by engaging in group discussions, participants will more clearly understand what knowledge they need to acquire.</p>
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	<p><Stage 3> Participants will take tours of Japanese companies to acquire an understanding of actual kaizen activities in manufacturing workplaces. In addition to observing how kaizen activities are implemented in the workplace, participants will also learn how managers contribute to the realization of kaizen and what types of mechanisms organizations have put in place through discussions with instructors and company staff. After each tour, groups will summarize the knowledge and experience that was acquired and report the lessons learned in final presentations. At the same time, each group will adopt a "theme" based on a problem to be solved; the group will engage in discussions to determine the method for solving the problem, and report the results in a final presentation.</p>
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	<p><Stage 4> On the final day of the program, participants will conduct a presentation of the <i>Kaizen</i> activity plans (that reflects the things learned during the course of the program) that they will implement after returning home.</p>
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After training	<p><Stage 5> Within two months of returning home, participants shall create and submit reports on the status of <i>Kaizen</i> activity plan implementation in their companies.</p>

Tentative schedule
for
the Program on Production Management for Facilitators in India

Date	Morning	Afternoon	Evening
30 Sep.(Wed)	Orientation/Opening Ceremony Program Overview	LECTURE: Workplace Kaizen (Improvement) Efforts in Japanese Manufacturing Companies (1)	
1 Oct.(Thu)	LECTURE: Workplace Kaizen (Improvement) Efforts in Japanese Manufacturing Companies (2)	LECTURE: Workplace Kaizen (Improvement) Efforts in Japanese Manufacturing Companies (3)	Group discussion
2(Fri)	LECTURE: Organizing Problems that Exist in One's Own Company	LECTURE: How to Conduct Case Studies	Group discussion
3(Sat)	Day off		
4(Sun)	Day off		
5(Mon)	Study Tour	Trasfer	COMPANY VISIT/ LECTURE: Case Study of Kaizen Activities (1)
6(Tue)		COMPANY VISIT/ LECTURE: Case Study of Kaizen Activities (2)	Group discussion
7(Wed)		COMPANY VISIT/ LECTURE: Case Study of Kaizen Activities (3)	Group discussion
8(Thu)		COMPANY VISIT/ LECTURE: Case Study of Kaizen Activities (4)	Trasfer
9(Fri)	COMPANY VISIT/ LECTURE: Case Study of Kaizen Activities (5)		Group work
10(Sat)	LECTURE: How to Organize Group Reports	LECTURE: Guidance on Group Report Creation	Group work
11(Sun)	Day off		
12(Mon)	Group Presentation	LECTURE: Guidance on Individual Report Creation	
13(Tue)	Individual Report Presentation - Presentation of kaizen plans for plants at participants' own companies		Evaluation of the Program Closing Ceremony

Language

All lectures and visits will be conducted with English interpreters.

—Part of the participation expenses will be covered by subsidy from the Japanese government —

Visit to http://www.aots.or.jp/eng/t_prg_j/management/fy/2009/southasia.html for the Program Outline and Participation Requirement

Acceptance of applications: from **April 14, 2009**

Closing date for application: **June 14, 2009**

(Applications may be accepted even after this date if there are fewer