

DEVELOPING CAPABILITIES FOR FACTORY LEADER

~To be equipped with skills, to make improvement and to train your workers~

As a direct leaders at the factory, have you equipped yourself with all necessary skills to undertake the important tasks at the worksite?

- ✦ *Do you fully understand the tasks and responsibility of a direct leader?*
- ✦ *Do you have a thorough grasp of the QCD management at the factory and make improvement in the workplace to meet the expectation of your manager?*
- ✦ *Do you know how to effectively lead and efficiently train your workers?*

Be ready to apply for our training course to create the chance of promotion for yourself as well as help your factory to ceaselessly improve quality, cut costs and enhance productivity.

CONTENT

Part 1: Understand tasks and basic working methods

- ✦ Tasks and responsibilities of a direct leader at the factory.
- ✦ Daily tasks of a direct leader at the factory.
- ✦ Efficient working methods (Hourensou, 5W2H, PDCA, Teamwork)

Part 2: Enhance ability of QCD management

~ Cutting costs and increasing productivity ~

- ✦ Kaizen activities and productivity improvement
 - + 7 Muda, Kaizen principle
 - + 5S, Visual management, 5WHY
- ✦ Increase machine's productivity
- ✦ Quality improvement (In-process quality control, 7 QC tools)
- ✦ Safety management

Part 3: Leadership skill and worker management

- ✦ Leadership skill
- ✦ On-the-job training (TWI-JI)
- ✦ Motivation skill

Part 4: Summary and Action Plan

※The above content is subject to change without prior notices



OBJECTIVES



- ➔ Enhance the awareness of the tasks and responsibility of a direct leader.
- ➔ Comprehend knowledge of improvement activities for enhancing product's quality and cutting cost, and be able to apply to the reality of the factory.
- ➔ Enhance leadership skill to manage subordinates and conduct the on-the-job training process efficiently (OJT).

TARGET



- ☐ Staff
- ☒ Middle-Management
- ☒ First-line Management
- ☐ Top-Management

METHOD



30% theory, 70% practice through group discussions, presentations, case studies, role-playing, games, etc.



AIMNEXT

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