

Ability Assessment Consulting

Company wishes to enhance employee training program

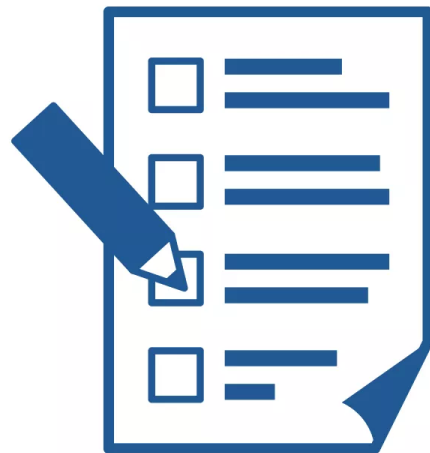
- ☑ However... You don't know **where to start**.
(which position should undertake what training?)
- ☑ Before conducting the training, you want to know the **current level** of your employee.



AIMNEXT will support you to get the best start for an effective employee training program.

【Assessment Method】

【Questionnaire】



After listing the skills that Company wants to assess, we will design five questions for each skill. The employee and their supervisor shall evaluate the **current level of the employee and the importance of each skills by the rating scale 1 - 5**.

【Interview】



Based on the evaluation results of the questionnaire, we will have a **one-on-one interview** with the employee. And we will evaluate the employee's attitudes and abilities which might not be showed all through questionnaire alone.

【Result】



- We can **point out** the "strength" and "weakness" of employees.
- Apply the assessment result to build up an **effective training program**.
- Set up evaluation criteria for performance appraisal and relocation.

【Step】

- 1 **Clarify client's needs**
(positions & skills needing assessment)
- 2 **Questionnaire**
- 3 **Interview**
- 4 **Analyze result & Make report**
- 5 **Send report and suggestions on training program to client**

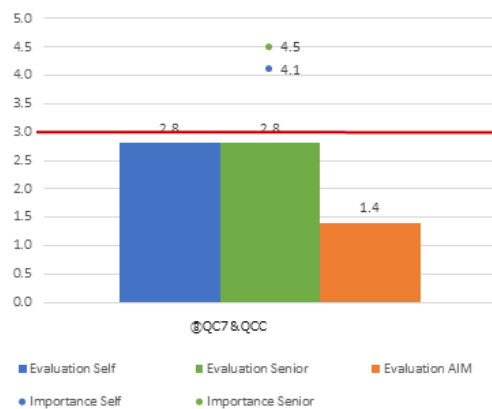
【Sample-Questionnaire】

Developing Capabilities for Factory Leader	Understand role and responsibility of a leader.
	Carry out daily tasks such as holding morning meeting, receiving supervisor's assignment, patrolling the factory, reporting to superiors , etc. well.
	Accomplish the basic working methods (Hourensou, PDCA, team work, etc.)
Hou-Ren-Sou Skill	Realize possible risk or hidden problem, report quickly before they occur.
	Share information with others and confirm if others understand the information correctly .
	Give ideas and suggest solutions for problems
PDCA Skill	Based on department's goals, set appropriate and measurable personal goals.
	Be able to evaluate results by comparing the outcome with the goals and plans after completing the task.
	Analyze cause and draw out lesson, Kaizen idea for next time if the goal can not be achieved

【Sample-report】

Program : ⑧QC7&QCC

Importance and Current status



【Conclusion】

1st priority

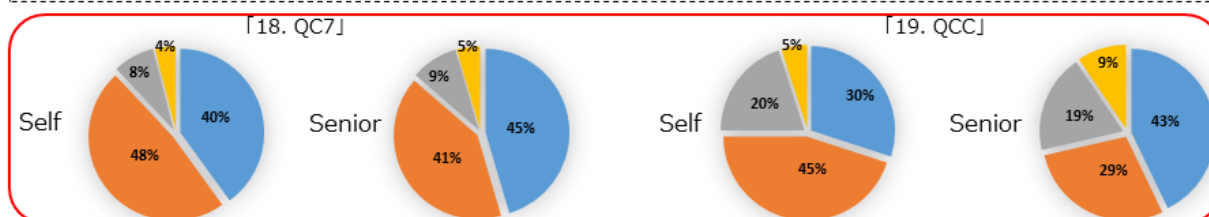
【Reason】

- Importance is over 3.0(standard).
- Current status is under 3.0.

These 2 courses will help you to achieve the below expectation:

- Know tools of Quality control and are able to put into practice (5 persons ; 11%)
- Grasp problem solving skills to apply quality control (4persons ; 9%)
- Understand importance of quality (1person ; 2%)
- Know how to use 7 tools of Quality control.

Necessity of related training courses



→ More than 70% respondents considered both courses are necessary

■ Very necessary ■ necessary ■ Unnecessary ■ Not sure

【Actual case】

Type of business	Manufacture parts for motorcycles
Target Number	About 3300
Problem (Leader & Team leader)	<ul style="list-style-type: none"> • They have little knowledge about QCDMSE. • They don't have knowledge Monozukuri (5S, 7QC tools) deeply and systematically . • They understand the importance of staff training, have training skills and are enthusiastic to train subordinates. However, they need to improve staff motivating skill.
Suggestion	<ul style="list-style-type: none"> • Participate Aimnext's 'Developing Capabilities For Factory Leader' course • Do Action Plan after the course
Results	<ul style="list-style-type: none"> • After the assessment consulting, Aimnext clarify problems of each position. • Acknowledging the problems of each position, Client could have suitable training plan and consider Aimnext's suggestion



【Information】

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