**PRE-TRAINING REPORT / FOLLOW-UP REPORT CONSENT FORM**

The Program on Productivity Improvement for Vietnam

-Energy conservation through productivity enhancement as well as the improvement of

operation practices in production lines-

[VNIP]

**These documents will be used as a reference material in 1) the screening process of applicants and 2) the group discussion and the presentation to be held during the program by sharing with lecturers and other participants. Therefore, the applicant is requested to fill in all of the items clearly and concretely.**

**\*AOTS will not use this information for any other purposes other than an AOTS training program.**

Note: Please fill in the following items by using a personal computer or similar equipment in English. Handwriting should be avoided except the signature.

**PRE-TRAINING REPORT**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Your name |  | | | | | | | | | |
| 2. Your country |  | | | | | | | | | |
| 3. Name of your company/ organization |  | | | | | | | | | |
| 4. Your position and name of your department/　division  (preferably attach an organizational chart, indicating your position) |  | | | | | | | | | |
| 5.Please select the column that applies to the products manufactured at your company and your duties and provide details. | Products being manufactured and your duties | Duties  　Products | | Senior managers who have jurisdiction over the production line of the products listed on the left | | Plant managers who have jurisdiction over the production line of the products listed on the left | | Managers who have jurisdiction over the production line of the products listed on the left | | Specialists or engineers in charge of the production line of the products listed on the left |
| Automobiles | Finished products | ☐ | | ☐ | | ☐ | | ☐ |
| Parts | ☐ | | ☐ | | ☐ | | ☐ |
| Industrial Machineries | Finished products | ☐ | | ☐ | | ☐ | | ☐ |
| Parts | ☐ | | ☐ | | ☐ | | ☐ |
| Electric Machineries | Finished products | ☐ | | ☐ | | ☐ | | ☐ |
| Parts | ☐ | | ☐ | | ☐ | | ☐ |
| The details of the products being manufactured and your duties | |  | | | | | | | |
| 6. Factors obstructing productivity enhancement and energy conservation in your company |  | | | | | | | | | |
| 7. Possible measures to solve such problems together with limitation factors |  | | | | | | | | | |
| 8. Your expectations of the program in relation to the described problems |  | | | | | | | | | |
| 9. What are the current values, and the target values that need to be achieved after returning home, as to your choice of either A or B (right)?  No need to fill in both A and B.  NOTE: If your department is INDIRECTLY involved in manufacturing, write about the whole of your factory. The target values should be practical. | <Choose A or B> | | | | <Current Values> | |  | | <Target Values> | |
| A: Yearly power consumption of the whole of your factory | | | | (kWh/year) | | => | | (kWh/year) | |
| B:Yearly power consumption of a process at your manufacturing department (or factory) | | | | (kWh/year) | | => | | (kWh/year) | |
| NOTE: If you choose B, write about the process you referred to, in the right column. | | | |  | | | | | |

**FOLLOW-UP REPORT CONSENT FORM**

To: AOTS

I hereby consent to submit a follow-up report about how productivity improvement and energy saving have been achieved in the above site 6 months after the VNIP program.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2W English (CRTP Program)

**About the Benefits of Management Training Program**

Concerning the benefits of the management training program, please answer the following questions. Your individual answers will remain confidential.

Name of training course (may be in acronym names, such as SHOP and PQM):

Country:

Company name:

Name of person filling out questionnaire form (representative of organization):

Job title of person filling out questionnaire form (representative of organization):

Names of participants of the training program:

Question 1:

This management training program receives financial support from Japanese government subsidy. Is there a difference in benefits by utilizing the AOTS training program compared to other cases where a training program on the same subject is provided by your own or an external agency of human resource development? Tick the following statement that applies to you (multiple answers allowed).

* + Understanding in the subject of the training program increases further.
  + Motivation improves further.
  + Understanding of Japan increases further.
  + Communication ability improves further.
  + The stability of the work force in the company improves further.
  + Others: [ ]

Question 2:

Are you going to use what is learned from the AOTS training in your company after the participants return? Tick the following statement that applies to you.

* + Yes, I am.
  + No, I am not.

Question 3:

(For a representative)

If you have ticked “Yes, I am” in the above Question 2, please answer the following question. When you use what is learned from the AOTS training in your company, how many managers and workers would receive the benefits of this during the year after the training? Please provide your rough estimate below.

About people

Question 4:

If you have ticked “Yes, I am” in the above Question 2, please answer the following question. When you use what is learned from the AOTS training, what benefits do you expect? Tick the following statement that applies to you (multiple answers allowed).

* + A reduced load to the environment and energy saving will be realized.
  + Technology development and product design and development will be possible in the home country.
  + Production capacity will expand. [About ] %
  + Productivity will increase. [About ] %
  + Product and service quality will improve. [About ] %
  + Costs will be reduced. [About ] %
  + Market will be extended.
  + Others [ ]

Question 5:

Please provide the sales amounts of your company.

Actual sales for the last fiscal year [ ] USD \* 1 USD = 112 JPY

Estimated sales for this fiscal year [ ] USD \* 1 USD = 112 JPY

Question 6:

The AOTS training program costs about 6,000 USD per person to run the course. Do you think the AOTS training programs produce enough benefits to justify the expense (6,000 USD)? Tick the following statement that applies to you.

* + Yes
  + No

Question 7:

The following question is relevant to the above Question 6. Supposing that the expense (6,000 USD) is defined as “1”, describe the benefits obtained from the AOTS training program in numerical value. Roughly assess the benefits for the next five years after the training. Tick the following statement that applies to you. A very rough estimate is fine. Your response is highly appreciated.

* + Below 1.0 => Provide a specific value [ 　　　　　　　]
  + 1.0 or above and below 1.5
  + 1.5 or above and below 2.0
  + 2.0 or above and below 2.5
  + 2.5 or above and below 3.0
  + 3.0 or above => Provide a specific value [ 　　　　　　　 ]

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