**PRE-TRAINING REPORT**

- The Program for Quality Management [PQM] -

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

The report form is available here in an MS-Word format. ( <http://www.aots.jp/jp/ikusei/management/files/19pqm-e.doc>x )

**The Pre-Training Report will be used as a reference material in the screening process of applicants.**

**Note: Applicants who pass the screening will be required to submit ‘Pre-Work’ which is similar to the Pre-Training Report, but asks more detailed information.**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Your Name** |  | | |
| **2. Country** |  | | |
| **3-1. Name of Your Organization** |  | | |
| **3-2. Year of Establishment** |  | **3-3. Number of Employees** |  |
| **3-4. Annual Sales** |  | | |
| **3-5. Your Products and Services (Including Major Customers or Markets)** | | | |
|  | | | |
| **4-1. Your Position** |  | | |
| **4-2. Number of Subordinates** |  | | |
| **4-3. Your Responsibility / Division You Are Responsible For** | | | |
|  | | | |

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| --- |
| **4-4. Organization Chart (Add \*\* to Highlight Your Position)** |
|  |
| **4-5. Production or Business Process (Add \*\* to Highlight the Process that You Are Involved In)** |
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| --- | --- |
| **5. Present Managerial Activities for Quality Improvement in Your Organization** | |
|  | |
| **6. Your Current “Challenge”\* in Your Quality Management Activities, Indicating their Causes from Your Viewpoint**  **\* 6-1. “Challenge” means a problem that needs to be solved or task that needs to be achieved within 1-2 years from now.**  e.g. Problem that needs to be solved:   1. Too many complaints from customers 2. Too high rates of rejections, reworks, mistakes in the process 3. Too big variations and/or instability of process parameters or key performance indicators   (length, weight, PH, dB, etc.)   1. Too low success rate of new product/technology development   e.g. Task that needs to be achieved:  (E) New business and/or market development   1. Accelerated business expansion 2. Introduction and/or enhancement of QC Circle activities   **6-2. List of any supporting information and data related to your current “Challenge” that you will bring to this course.** | |
|  | |
| **7. The Stage of TQM Promotion in Your Organization** | |
| Please Check (x) as Appropriate. | The Stage of TQM Promotion |
|  | 1. Planning to Introduce TQM |
|  | 1. Under Preparation to Introduce TQM |
|  | 1. Within 2 Years After the Introduction of TQM |
|  | 1. More than 2 Years After the Introduction of TQM |
|  | 1. Before Planning of the Introduction of TQM, or No Plan |
| **If you check 1, 2, 3 or 4, please answer the following question:**  **What is the particular objective of the adoption of TQM?** | |

2W English

**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.

The report form is available here in an MS-Word format

(<http://www.aots.jp/jp/ikusei/training/doc01.html#koka> )

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:

The management training program receives financial support from Official Development Assistance (ODA). 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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