



# **SOFT SKILLS & TECHNICAL TRAININGS LIST**

# COURSES LIST

## **SECTION 1: The core concept of New-DISC**

- Theory and application
- Dominance
- Influence
- Compliance
- Steady
- A person with a D style
- A person with an i style
- A person with an S style
- A person with a C style

## **SECTION 2: Creating and Sustaining A Team Culture**

- Strategies
- Principles
- Ethics
- Gratitude and
- Appreciation

# COURSES LIST

## SECTION 3: KPI

1: Clarity of Vision, values, purpose and goals

2: The art of Inspirational communication and Coaching

3: Developing Individual KPI

4: Increasing Productivity and Performance in a sustainable way

5: Smart activities and goal setting activities

6: New Method for KPI

7: The Purpose, Concept and Model of KPI

8: Mechanics of the KPI Rating

# COURSES LIST

## **SECTION 4: Manufacturing Productivity Improvement**

- Productivity and output
- Best practices and One point lessons
- OEE and Utilization
- How to measure profit and productivity

## **SECTION 5: Cost of Poor Quality**

- COPQ concept
- Hidden cost and profit
- Statistical chart analysis
- Road map and process steps

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## **SECTION 6 : 7 QC tools**

- Adoption of 7 QC tools in Management
- Practical analysis of 7QC tools
- Improvement and out of the box method
- Consistent cost reduction and influential System

## **SECTION 7 : 5S certification**

- Exposure to 5S
- The benefits of 5S
- 5S road map

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## SECTION 8 : SMART goal methodology

- Specific ;
- Measurable ;
- Attainable ;
- Realistic ;
- Time-bound
- Workshop by departments
- Formulation of departmental SMART Goal
  - o Create an actionable business strategy, get stakeholder buy-in, and develop a complete strategy implementation map
  - o Improve your business skills by using the right financial and actual targets

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## **SECTION 9: Leadership key fundamentals**

- The leadership model that works
- The impact and consequences of leadership
- Your value as a leader
- One point lesson PPT

## **SECTION 10 : PEST and PESTLE strategy**

- Political Factors to Consider
- Economic Factors to Consider
- Socio-Cultural Factors to Consider
- Technological Factors to Consider
- Work activities

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## SECTION II : COST control and productivity improvement

- Kaizen concept – lecture only
  - o Theory
  - o Idea and methodology
- Poka Yoke concept –
  - o lecture and example
  - o Core theory
- Lean concept – brief introduction
  - o Theory and idea of Lean
  - o Implementation method



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## SECTION 12: Creative Problem Solving

- Brief new 7 QC tools - lecture
- Prioritization - lecture
- Problem Solving and Decision Making – scientific approach
  - o Core concept
  - o Methodology and terminology for research

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