

List of Public Workshop schedule (March-July 2022)



- ★ Toward continuous development of employees, IMTC provides regular public workshop to common issues among companies.
 - ★ Other subjects will be planned upon request
 - ★ Workshop soon to be held is announced monthly
- All are online workshop. If can change to offline, will re-arrange each one for HN&HCM later

Time		Workshop (2days each)	Overview	Major contents
Month	Date			
Mar	10&11	Basic of Middle Manager	Familiar with Middle Mgr working style-achieve responsible org target while leading sub	Expect of company to Team- Leader; R&R of Team Leader; Target & Control items; Daily management points; Working standard; Eye Mgt
	17&18	5S instructor	Confirm important points in each S, consider current 5S to identify organizational measure to improve	5S- basic working method to improve work result; Key in 5S improvement; Improve 5S organizationally; Identify purpose, target, plan
	24&25	Finance Management for Manager	To improve company market value, consider entire company problem from finance view	Manager's role of financial mgmt; Overview of financial report and major financial indices; ROE/ ROA/ ROIC analysis; Identify value-driver; Manage finance acct, analyze gap; Evaluate measures by financial view point
Apr	06&07	"Basic way of doing work " to be Shared With Employee	Based on mindset as member of company, getting used to collaborative way of doing work toward enhancing organizational achievement	Company -place employee work together; Working self-start and self -direct; Team working& maximize team result; Taking action match regulation & standardization; Synchronize understanding by Ho-Ren-So; Create working environment where employees satisfy
	21&22	Kaizen- Job Improvement	Familiar with basic way 2 improve effectiveness by considering daily tasks & change working way	Role of employee in Kaizen; Task analysis; Kaizen technique; Step of Kaizen; Standardize working
May	12&13	Role and Responsibility of Manager	Mgr draw idea imagine of responsible org as highest leader, identify essential prob with higher & deeper vision	Company expectation for Manager; Role and responsibility of Manager; Leadership style of Manager; Identify general issues; Working style for improve org ability
	19&20	Strengthen Analysis Ability	Using case to solve problem, strengthen analysis based on fact and conclude reasonable	Typical weak point at analysis; Strengthen : situation analysis; Strengthen : cause analysis (1); Strengthen : cause analysis (2); Strengthen :select solution
	25&26	Identify Risk thru Change Point Control	Understand prob is from change, avoid omit actions respond intention/ unintention change	Realize and understand change, Steps to manage change, Respond to unintentional changes, Respond to intentional changes...
Jun	08&09	Strengthen Instruction Ability	Familiar with sub instruction method from sub's view point, operation sub can do to enhance sub's spontaneous action	Importance of sub instruction; Leadership from sub' view point; Identify instruction content; Instruct tasks; Manage conflict; Standardization, manage by eye
	15&16	PDCA Evaluator	Evaluation not only for salary level but also to develop sub. To successfully develop sub, need to rotate PDCA throughout all evaluation phases	Purpose and meaning of performance evaluation; Identify expectation of company; Rotate PDCA in performance management; P:Identify target, purpose, measure; D: evaluate, daily response; C/A: Evaluate, share improvement point thru feedback evaluation
	23&24	Planning PDCA	Understand planning is strategic develop activities, identify scientifically tasks, rotate PDCA subjectively	What is PDCA? Purpose of PDCA; Identify purpose and scope of tasks; Divide and arrange task; Identify risk, estimate material; Identify control point, start plan; Report by PDCA chart
Jul	06&07	Strengthen Communication Ability	Familiar with communication way "Listen, understand intention of talker", "Respond to question of listener" 2 improve understand in communication	Importance and difficulty in communication; READ: to understand; LISTEN: to find true question; TALK: what are expected; WRITE: simple, specific, logic
	14&15	Direction deployment	Understand intention behind direction. Ideal imagine, direction & measure to realize imagine	Understand direction, Draw ideal section's ideal image of; Detect section's essential issue; Identify section's direction; Road map...
	20&21	Conduct Sales As Selling Solution	Study and practice solution selling approach at sales activities toward graduating sales from relation selling and just order taking	Customer buys solution, not product or service; Customer's purchasing decision making process; Clarify differentiating factor of product or service; Recognize customer's wants &seeds

List of Public Workshop schedule (August 2022-February 2023)



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Month	Date			
Aug	11&12	5S instructor	Confirm important points in each S, consider current 5S to identify organizational measure to improve	5S- basic working method to improve work result; Key in 5S improvement; Improve 5S organizationally; Identify purpose, target, plan
	18&19	Basic of Middle Manager	Familiar with Middle Mgr working style-achieve responsible org target while leading sub	Expect of company to Team- Leader; R&R of Team Leader; Target & Control items; Daily management points; Working standard; Eye Mgt
Sep	15&16	Identify Risk thru Change Point Control	Understand prob is from change, avoid omit actions respond intention/unintention change	Realize and understand change, Steps to manage change, Respond to unintentional changes, Respond to intentional changes...
	21&22	Constructive Discussion	Impose or select idea is not discussed. Constructive discussion is making use of members' goodwill, 2 build ideas by combining, improving member's ideas	Discuss to combine, improve ideas; Distributive & Integrative discussion, Discuss toward shared goal, Identify requirements for optimum idea, Discuss constructively to create optimum new idea; Evaluate and select idea objectively. Detail idea to make parties understand the same
Oct	12&13	HRM for Managers	Toward final purpose of HRM (create HR for future), each Mgr rotate HRM cycle entirely company to identify & develop HR	Meaning and purpose of HRM; Responsibility of Managers in HRM; HRM cycle: identify/use talent; HRM cycle: evaluate/ develop talent; Systemize HRM cycle; Identify policy HRM mgt policy
	20&21	Finance Management for Manager	To improve company market value, consider entire company problem from finance view	Manager's role of financial mgmt; Overview of financial report and major financial indices; ROE/ ROA/ ROIC analysis; Identify value-driver; Manage finance acct, analyze gap; Evaluate measures by financial view point
Nov	10&11	Strengthen Analysis Ability	Using case to solve problem, strengthen analysis based on fact and conclude reasonable	Typical weak point at analysis; Strengthen : situation analysis; Strengthen : cause analysis (1); Strengthen : cause analysis (2); Strengthen : select solution
	16&17	Strengthen Instruction Ability	Familiar with sub instruction method from sub's view point, operation sub can do to enhance sub's spontaneous action	Importance of sub instruction; Leadership from sub' view point; Identify instruction content; Instruct tasks; Manage conflict; Standardization, manage by eye
Dec	07&08	PDCA Evaluator	Evaluation not only for salary level but also to develop sub. To successfully develop sub, need to rotate PDCA throughout all evaluation phases	Purpose and meaning of performance evaluation; Identify expectation of company; Rotate PDCA in performance management; P:Identify target, purpose, measure; D: evaluate, daily response; C/A: Evaluate, share improvement point thru feedback evaluation
	15&16	Role and Responsibility of Manager	Mgr draw idea imagine of responsible org as highest leader, identify essential prob with higher & deeper vision	Company expectation for Manager; Role and responsibility of Manager; Leadership style of Manager; Identify general issues; Working style for improve org ability
Jan	05&06	Planning PDCA	Understand planning is strategic develop activities, identify scientifically tasks, rotate PDCA subjectively	What is PDCA? Purpose of PDCA; Identify purpose and scope of tasks; Divide and arrange task; Identify risk, estimate material; Identify control point, start plan; Report by PDCA chart
	11&12	Strengthen Communication Ability	Familiar with communication way "Listen, understand intention of talker", "Respond to question of listener" 2 improve understand in communication	Importance and difficulty in communication; READ: to understand; LISTEN: to find true question; TALK: what are expected; WRITE: simple, specific, logic
Feb	08&09	HRM system and HRD	Toward sustainable development of company, draw ideal image of organization and employee and, establish and operate integrated HRM system by playing strategic and consultative role of HR section	Purpose of HRM, role of HR system; Overview of HRM system; Reviewing grading system; Reviewing evaluation system; Reviewing remuneration system; Proceed HRD
	16&17	Develop strategy for upper Mgr	As member of company's Mgt board, Upper Manager to define strategy of whole company thru conducting internal and external analysis	Strategy is option to select for future; Core competence; 3C+PEST analysis; SWOT analysis to define strategy; 4P to deploy strategy