PRE-TRAINING REPORT

**- The Training Program on Program & Project Management -**

**[PPTP]**

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

**Handwriting should be avoided.**

**This document 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.**

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

(<http://www.aots.jp/jp/ikusei/management/files/19pptp-e.docx>)

|  |  |
| --- | --- |
| 1. Your name |  |
| 2. Name of your company/  organization |  |
| 3. Outline of your company/organization  (Please give a brief description or outline of your company/organization.) |  |
| 4. Business outline, product lines/service, and size of business of your company |  |
| 5. Your position and name of your department  (preferably by attaching an organizational chart indicating your position) |  |
| 6. Your duties in detail |  |
| 7. Experience of participating in any project at your workplace  (Project contents, project period, and your role) |  |
| 8. Project for which you are going to work after returning to your home country  (Project contents, project period, and your role) |  |
| 9. Any management issues or trouble you had in managing a project you engaged in |  |
| 10. Your expectations for the program |  |

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**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:

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 = 112JPY

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

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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