

# 2017 Training Calendar

Released Date: June 2017

## Public Training Programme

| No                                 | Code | Training Programme  | Duration | Jan                 | Feb              | Mar                | Apr                | May                | Jun                | Jul                 | Aug                 | Sep                 | Oct                  | Nov              | Dec                  |
|------------------------------------|------|---|----------|---------------------|------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|---------------------|----------------------|------------------|----------------------|
| <b>CAD Software Programme</b>      |      |   |          |                     |                  |                    |                    |                    |                    |                     |                     |                     |                      |                  |                      |
| 1                                  | CA01 | CATIA V5 Fundamental                                      | 5 Days   | 9 - 13<br>Cyberjaya |                  |                    | 3-7<br>Cyberjaya   |                    |                    |                     |                     |                     |                      | 6-10<br>Taiping  |                      |
| 2                                  | CA02 | CATIA V5 Advance Surface Design-GSD&GSO                   | 5 Days   |                     |                  |                    |                    | 15-19<br>Cyberjaya |                    |                     |                     |                     | 2-6<br>Taiping       |                  |                      |
| 3                                  | CA03 | CATIA V5 Advance Sheet Metal & Plastic Part Design        | 5 Days   |                     |                  |                    | 24-28<br>Cyberjaya |                    |                    |                     |                     |                     |                      |                  | 4-8<br>Taiping       |
| 4                                  | CA04 | CATIA V5 Fundamental of Tool & Die Design <b>NEW!</b>     | 5 Days   |                     |                  |                    |                    |                    |                    |                     |                     | 11-12<br>Putrajaya  |                      |                  |                      |
| 5                                  | CA05 | CATIA V5 Generative Shape Design-GSD <b>NEW!</b>          | 3 Days   |                     |                  |                    |                    |                    |                    | 10-14<br>Cyberjaya  |                     |                     |                      | 13-17<br>Taiping |                      |
| 6                                  | NX01 | NX Essential for Designer                                 | 5 Days   |                     | 13-17<br>Taiping |                    |                    |                    | 5-9<br>Cyberjaya   |                     |                     |                     |                      |                  |                      |
| 7                                  | NX02 | NX Intermediate for Designer                              | 5 Days   |                     |                  | 6-10<br>Taiping    |                    |                    |                    |                     | 1 - 4<br>Cyberjaya  |                     |                      |                  |                      |
| 8                                  | NX05 | NX Advance-Plastic Part Design <b>NEW!</b>                | 5 Days   |                     |                  |                    |                    |                    |                    |                     | 7 - 11<br>Cyberjaya |                     |                      |                  |                      |
| 9                                  | SW01 | Solidworks Fundamental                                    | 5 Days   | 23-27<br>Cyberjaya  |                  |                    | 17-21<br>Cyberjaya |                    |                    |                     |                     | 25 -29<br>Taiping   |                      |                  |                      |
| 10                                 | SW02 | Solidworks Intermediate                                   | 5 Days   |                     |                  | 27-31<br>Cyberjaya |                    |                    |                    | 17-21<br>Cyberjaya  |                     |                     | 9-13<br>Taiping      |                  |                      |
| 11                                 | IP02 | FJ ICAD SX Fundamental                                    | 3 Days   |                     |                  |                    |                    |                    | 19-23<br>Cyberjaya |                     |                     |                     |                      |                  |                      |
| 12                                 | IP03 | FJ ICAD SX Advance Motion                                 | 2 Days   |                     |                  |                    |                    |                    |                    |                     |                     |                     |                      |                  | 19-20<br>Cyberjaya   |
| 13                                 | CS01 | CAESAR II-Pipe Stress Analysis Beginner Level <b>NEW!</b> | 3 Days   |                     |                  |                    |                    |                    |                    |                     |                     |                     |                      |                  | 12-14<br>Cyberjaya   |
| 14                                 | AP03 | Finite Element Modelling (Model Generation) <b>NEW!</b>   | 1 Day    |                     |                  |                    |                    |                    |                    |                     | 11<br>Cyberjaya     |                     |                      |                  |                      |
| 15                                 | ST01 | Basic Sketching Technique - Fundamental <b>NEW!</b>       | 5 Days   |                     |                  |                    |                    |                    |                    |                     |                     |                     | 25-31<br>Cyberjaya   |                  |                      |
| 16                                 | ST02 | Alias AutoStudio Fundamental <b>NEW!</b>                  | 3 Days   |                     |                  |                    |                    |                    |                    |                     |                     |                     |                      | 1-3<br>Cyberjaya |                      |
| 17                                 | ST03 | Alias Class A Surfacing <b>NEW!</b>                       | 7 days   |                     |                  |                    |                    |                    |                    |                     |                     |                     |                      |                  | 6-14<br>Cyberjaya    |
| 18                                 | TP01 | Fundamental of Illumination Design & Analysis <b>NEW!</b> | 2 days   |                     |                  |                    |                    |                    |                    |                     |                     | 5 - 6<br>Cyberjaya  |                      |                  |                      |
| <b>Sharing Knowledge Programme</b> |      |   |          |                     |                  |                    |                    |                    |                    |                     |                     |                     |                      |                  |                      |
| 19                                 | EK01 | Geometrical, Dimension and Tolerance (GD&T) Fundamental   | 2 Days   |                     |                  |                    | 3 - 4<br>Cyberjaya |                    |                    |                     |                     |                     |                      |                  | 18 - 19<br>Cyberjaya |
| 20                                 | EK03 | Press Machine Safety                                      | 2 Days   |                     |                  | 13-14<br>Putrajaya |                    |                    |                    | 24-28<br>Penang     |                     | 25-26<br>J. Bahru   |                      |                  |                      |
| 21                                 | EK05 | Advance Product Quality Planning                          | 1 Day    |                     |                  |                    |                    | 2<br>Putrajaya     |                    |                     |                     |                     |                      | 20<br>Putrajaya  |                      |
| 22                                 | EK06 | Basic Statistical Process Control                         | 1 Day    |                     |                  |                    |                    | 22<br>Putrajaya    |                    |                     |                     |                     | 11-12<br>Putrajaya   |                  |                      |
| 23                                 | EK07 | Measurement System Analysis                               | 1 Day    |                     |                  |                    |                    |                    |                    |                     | 8<br>Putrajaya      |                     |                      |                  |                      |
| 24                                 | EK08 | Control Plan  | 1 Day    |                     |                  |                    |                    |                    |                    |                     | 7<br>Putrajaya      |                     |                      |                  | 4<br>Putrajaya       |
| 25                                 | EK09 | Production Part Approval Process                          | 1 Day    |                     |                  |                    |                    | 3<br>Putrajaya     |                    |                     |                     |                     |                      | 21<br>Penang     |                      |
| 26                                 | EK10 | ISO/TS 16949 Awareness                                    | 2 Days   |                     |                  |                    |                    |                    |                    |                     |                     |                     |                      | 27<br>Putrajaya  |                      |
| 27                                 | EK11 | Process Failure Mode And Effect Analysis                  | 2 Days   |                     |                  |                    | 10-11<br>Putrajaya |                    |                    |                     |                     |                     | 9-10<br>Putrajaya    |                  |                      |
| 28                                 | EK12 | 8D Problem Solving  | 2 Days   |                     |                  | 9-10<br>Putrajaya  |                    |                    |                    |                     |                     | 11-12<br>Penang     |                      |                  |                      |
| 29                                 | PM07 | Preventive Maintenance for Jig & Fixtures <b>NEW!</b>     | 3 Days   |                     |                  |                    |                    |                    |                    | 24 -25<br>Cyberjaya |                     |                     |                      |                  |                      |
| <b>Soft Skill Programme</b>        |      |   |          |                     |                  |                    |                    |                    |                    |                     |                     |                     |                      |                  |                      |
| 30                                 | SSA1 | Mindset and Employee Motivation <b>NEW!</b>               | 2 Days   |                     |                  |                    |                    |                    |                    |                     |                     | 26 -27<br>Putrajaya |                      |                  |                      |
| 31                                 | SSG1 | Effective Problem Solving & Decision Making <b>NEW!</b>   | 2 Days   |                     |                  |                    |                    |                    |                    |                     |                     | 18 -19<br>Putrajaya |                      |                  |                      |
| 32                                 | SSG2 | Creative Thinking & Innovation <b>NEW!</b>                | 2 Days   |                     |                  |                    |                    |                    |                    |                     |                     |                     | 10 - 11<br>Putrajaya |                  |                      |
| 33                                 | SSF1 | Administrators Development Program <b>NEW!</b>            | 2 Days   |                     |                  |                    |                    |                    |                    |                     |                     |                     | 30 - 31<br>Putrajaya |                  |                      |

# 2017 Training Calendar

Released Date: June 2017

## In-House Training Programme

| No                                       | Code | Training Programme                                      | Duration | Content  |
|--|------|---|----------|--|
| <b>CAD Software Programme</b>            |      |   |          |  |
| 1  | CA01 | CATIA V5 Fundamental                                    | 5 Days   | •Introduction to CATIA User Interface •Sketcher •Part Design •Wireframe & Surface Design •Assembly Design •Generative Drafting   |
| 2  | CA02 | CATIA V5 Advance Surface Design - GSD & GSO             | 5 Days   | •Introduction •Managing Features and Geometrical Sets •Creating Advance Wireframe Features •Creating Advance Swept and Blend Surface •Creating Fillets on Surface •Wireframe and Surface Analysis and Repair •Checking Surface Moldability •Creating Variable and Rough Offset Surface •Creating Advance Surfaces •Develop Shapes  |
| 3  | CA03 | CATIA V5 Advance Sheet Metal & Plastic Part Design      | 5 Days   | •Introduction to Plastic Part •Plastic Part General Part •Plastic Part Structural Design •Plastic Part Design for Assembly •Sheet Metal Introduction •Sheet Metal General Design •Sheet Metal Structural Design •Sheet Metal Design for Assembly   |
| 4  | CA04 | CATIA V5 Fundamental of Tool & Die Design               | 5 Days   | •Sheet Metal Introduction •Sheet Metal General Design •Manufacturing Process for Sheet Metal •Sheet Metal Structure Design •Theory of Simultaneous Engineering •Theory of Die Design   |
| 5  | CA05 | CATIA V5 Generative Shape Design -GSD                   | 3 Days   | •Introduction •Managing Features and Geometrical Sets •Creating Advance Wireframe Features •Creating Advance Swept and Blend Surface •Creating Fillets on Surface •Wireframe and Surface Analysis and Repair •Checking Surface Moldability   |
| 6  | NX01 | NX Essential for Designer                               | 5 Days   | •Introduction to NX User Interface •Sketching •Solid Modeling •Curve & Surface Design •Assembly •Drafting  |
| 7  | NX02 | NX Intermediate for Designer                            | 5 Days   | •Curve & Surface Design 2 •Draft Operations •Blend Operations •Change History Modelling •Curve & Surface Analysis •Synchronous Modelling •Product & Manufacturing Information (PMI)  |
| 8  | NX05 | NX Advance-Plastic Part Design                          | 5 Days   | •Introduction to Advance NX Environment •Offset Surface •Curve •Swept •Trim •Sew •Bounded Plane •Sectioning Operation •Draft Analysis •Local Radius •Assembly  |
| 9  | SW01 | Solidworks Fundamental                                  | 5 Days   | •Introduction to SolidWorks User Interface •2D & 3D Sketch Process •Solid Modeling •Application Material Specification •Surface Design •Assembly Design •Configuration Design •2D Drafting   |
| 10                                       | SW02 | Solidworks Intermediate                                 | 5 Days   | •Introduction of SolidWorks Intermediate •Introduction to Link Properties •Fundamental Routing •Sheet Metal •Electrical Routing •Piping and Tubing Routes  |
| 11                                       | IP02 | FJ ICAD SX Fundamental                                  | 3 Days   | •Introduction to ICAD User Interface •Modeling •Create 3D Model •Importing 2D CAD Data •Editing Layouts & Form •Interference Check •Creating Production Drawing •3D Edit Shape •2D Design  |
| 12                                       | IP03 | FJ ICAD SX Advance Motion                               | 2 Days   | •Group Setting •Joint Setting •Actuator Setting •Check Operation •Synchronized Motion •Lead line •Move Operation •Rotate Operation •Create Synchronized Motion Chart   |
| 13                                       | CS01 | CAESAR II-Pipe Stress Analysis Beginner Level           | 3 Days   | •Pipe Fundamental •Failure Theories •Type of Restraints •External Reaction Displacement •Occasional Load Cases •WRC 297/107 •Pipe Flexibility •Spring Hanger •Structural Steel Modeling  |
| 14                                       | AP03 | Finite Element Modelling (Model Generation)             | 1 Day    | •Advance Simulation Application, Graphical User Interface and File Operation •Introduction to Meshing •FE Modeling with Solid Elements •FE Modeling with Shell Elements •FE Modeling with 1D Elements  |
| 15                                       | ST01 | Basic Sketching Technique - Fundamental                 | 5 Days   | •Introduction of Basic Industrial Sketching Technique •Drawing Classification •Basic Sketching Technique •Type of Perspective •Basic Geometry/Primitive Shape •Object Lighting and Shadow  |
| 16                                       | ST02 | Alias AutoStudio Fundamental                            | 3 Days   | •Introduction to Alias User Interface •Curve and Surface Operation •Introduction to Vred User Interface •Scenograph •Materials •Operation of Camera, Lighting and Environment  |
| 17                                       | ST03 | Alias Class A Surfacing                                 | 7 Days   | •Introduction •Recommended Class-A Construction Setting •Data Screening & Mesh Subset •Surface Build-Up Principles •Evaluating The Rebuild Tolerance •Secondary Surfaces •Explicit Control Functionality for Surface Square & Surface Rail •Fillet and Flanges •Evaluating Surface Continuity •Evaluation Shader   |
| 18                                       | TP01 | Fundamental of Illumination Design & Analysis           | 2 Days   | •Ray Tracing Overview and Principles •Importing Geometry and Creating Geometry in TracePro •Applying Properties •Defining Sources •Ray Tracing •Analyzing the result •Creating Custom properties •The scheme macro language and macro recorder •Importance Sampling •Raytrace Option and Settings •Additional Analysis Tools Including Ray Tables and Path Sorting •TracPro Utilities. |
| <b>Engineering Development Programme</b> |      |   |          |  |
| 19                                       | ED01 | VUI3P Paper Bicycle                                     | 20 Days  | •Introduction of Paper Bicycle •Conceptual Planning •Structure Modeling •Information for Dynamic Fundamental •Design-in Activities •Design Review Presentation •BOM Preparation & Operation Process •Produce 1st Basic Prototype •Intensive Workshop •Test Riding & Modification •Race Competition •Final Presentation   |
| <b>Sharing Knowledge Programme</b>       |      |   |          |  |
| 20                                       | EK01 | Geometrical, Dimension and Tolerance (GD&T) Fundamental | 2 Days   | •Engineering Drawing and Tolerancing •Introduction to Geometric Tolerancing Symbol and Term •Rules and Concepts of GD&T •Form Controls •Datum System (Planar)  |
| 21                                       | EK03 | Press Machine Safety                                    | 2 Days   | •Introduction •Safety Features of Press Machine •Operator Selector Switch •Double Push Start Button •Safety Curtain Sensor •Safety Fence •Gate Safety Plug •Safety Block •Emergency Stop Button •Safety Operating Procedure  |
| 22                                       | EK05 | Advance Product Quality Planning (APQP)                 | 2 Days   | •APQP Fundamental •APQP vs Project Management •APQP Reporting •APQP Implementations  |
| 23                                       | EK06 | Basic Statistical Process Control                       | 2 Days   | •Introduction to Process Control •Type of Data - Variables & Attributes •Histogram •Process Capability •Control Charts   |
| 24                                       | EK07 | Measurement System Analysis (MSA)                       | 2 Days   | •Introduction to MSA •MSA Terminology •Accuracy •Reproducibility •Repeatability •GRNR  |
| 25                                       | EK08 | Control Plan  | 2 Days   | •Introduction to Control Plan •Control Plan in APQP •Control Plan Template •Process Flow •Product & Process Characteristic •Linkage •Implementation Process •Success Factor •Common Pitfall  |
| 26                                       | EK09 | Production Part Approval Process (PPAP)                 | 2 Days   | •Introduction to PPAP •PPAP Process Flow •Benefit of PPAP •ISO/TS - PPAP Linkage •PPAP Requirement   |
| 27                                       | EK10 | ISO/TS 16949 Awareness                                  | 2 Days   | •ISO/TS 16949:2009 Fundamental •Basic Structures of ISO/TS 16949:2009 •Process Approach •ISO/TS 16949:2009 Key Aspects •Quality Management System •Management Responsibility •Resource Management •Product Realization •Measurement Analysis and Improvement •Customer Specific Requirement (CSR) & Core Tools   |
| 28                                       | EK11 | Process Failure Mode And Effect Analysis                | 2 Days   | •Fundamental of FMEA •Benefit of FMEA •FMEA in APQP •FMEA Template •Implementation Process •FMEA Linkage •Success Factor •Common Pitfall   |
| 29                                       | EK12 | 8D Problem Solving                                      | 2 Days   | •Problem Type Situation •Problem Solving Method •Quality Tools •8D in ISO/TS 16949 •8D Application •Interim Containment •Root Cause Analysis •Corrective Action •Implementation & Validate •Prevention •Poka Yoke Concept •Poka Yoke Application   |
| 30                                       | PM07 | Preventive Maintenance for Jig & Fixtures               | 2 Days   | •Jig & Fixtures Introduction •Jig & Fixtures Concept and Fabrication •Material and Standard Part for Jig & Fixtures •Preventive Maintenance Planning and Scheduling •Jig & Fixtures Verification •Touch Up, Datum Control and Tuning Methods on Jig & Fixtures   |

| Soft Skill Programme |      |   |        |   |
|----------------------|------|---|--------|---|
| 31                   | SSA1 | Mindset and Employee Motivation                                       | 2 Days | •The Motivation Secret •Goal Setting and Motivation •Personal Grooming and Self Image •The Importance of Time Management<br>•Stress Management for Better Motivation •Personal Motivation Action Plan   |
| 32                   | SSA2 | Building a Positive Workplace Culture                                 | 2 Days | •Introduction •The Positive Work Attitude Concept •A Transition from Negative to Positive •Motivation •Communication Skills •Organization Culture •Methodology  |
| 33                   | SSB1 | Time & Stress Management for Personal Effectiveness                   | 2 Days | •Realities of Time •Be SMART •Strategies At Work •Time Management Action Plan •Stress and Health Impact •Managing Stress •Practical Tips<br>•Stress Management Action Plan  |
| 34                   | SSB2 | Managing Priorities, Managing Self Effective Time & Stress Management | 2 Days | •Key to Effective Time Management •Time Management & Stress: Creating Work-Life Balance •Mastering Time & Managing Goals Setting •Stress Relieve Busters  |
| 35                   | SSC1 | Handling Customer Complaints and Difficult Customers                  | 2 Days | •The Beginning of Excellent Service •Know Your Customer •Know Your Product •The Service Encounter •The Service Edge •Customer For life<br>•Excellent Service Action Plan  |
| 36                   | SSD1 | Interpersonal Communication   | 2 Days | •Introduction to Communication •Communication Gap •Communication Style •Non-Verbal Communication •Winning Communication Techniques<br>•Case Study and Role Play   |
| 37                   | SSD2 | Public Speaking   | 2 Days | •Purpose of Public Speaking •Developing Impactful Speech •Speaking with Presence •Visual Aids •Connecting with The Audience   |
| 38                   | SSD3 | The Art of Effective Communication                                    | 2 Days | •The Power of Communication •Seek To Understand & Ask The Right Questions •Communication Technique to Sustain and Improve Results<br>•Motivation, Maintaining & Enhancing Relationships at the Workplace  |
| 39                   | SSE1 | Essential Leadership Skills For Supervisors and Managers              | 2 Days | •Overview of Leadership and Management •Being an Effective Leader •Strategies to Improve Performance of Employees •Communication & Building Effective Team •Get Results - In The Face of Resistance   |
| 40                   | SSE2 | Leadership Coaching @ The Situational Leadership Model                | 2 Days | •The Need and Value of Situational Leadership*II •Goal Setting - The First Skill of a Situational Leader •Diagnosing - The Second Skill of a Situational Leader •Matching - Third Skill of a Situational Leader •Plan for Development             |
| 41                   | SSE3 | Leadership Skills For Supervisors                                     | 2 Days | •The Effective Supervisors •What's Your Style •Activation & Effectuation Method •Delegation Communication Technique •Conflict Management<br>•Team Dynamics •Personal Effective Supervisors Action Plan  |
| 42                   | SSF1 | Administrators Development Program                                    | 2 Days | •Manage Roles, Responsibilities and Team Work •Manage Relationships and Communication •Communication Techniques to Sustain and Improve Results<br>•Manage Time and Priorities •Manage Change  |
| 43                   | SSG1 | Effective Problem Solving and Decision Making                         | 2 Days | •Overview of Workshop and Problem-Solving and Decision Making Model •Selecting and Defining Your Problem •Determining Cause •Creativity to Generate Better Solutions<br>•Blinders and Brainstorming •Selecting and Implementing the Best Solution |
| 44                   | SSG2 | Creative Thinking & Innovation  | 2 Days | •The Messy Nature of Innovation •Nurturing New Ideas and Solutions •Recommended Practices Review •Real-World Practice   |
| 45                   | SSG3 | Managing Innovation & Change  | 2 Days | •Introduction •Understanding the Need for Change •Innovating Resistance to Change •Innovating Change Initiatives •Innovating a Change Management Plan<br>•Innovating and Managing Change  |
| 46                   | SSH1 | Teaching Methodology for Adult Learners                               | 2 Days | •Pedagogy vs. Andragogy •Teaching Strategies •The Teaching Structure •Management Skills •Practice Multiple Teaching Methodologies   |
| 47                   | SSI1 | Achiever's Mindset  | 2 Days | •The Job Market •Preparing YOU •The Great Resume •Interpersonal Communication Skills •Dress For Success •The Interview  |

Remarks:

- (1) Detail of training programme available at [www.dreamedge.jp](http://www.dreamedge.jp)
- (2) All our training programme are claimable under HRDF SBL Khas Scheme (Public Training) & SBL Scheme (In-House Training) subject to PSMB approval
- (3) All dates are subjected for changes from time to time



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