

TRAINING CALENDAR 2021



Public Training Programme

Released Date: November 2020

No	Code	Training Programme	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CAD Software Programme															
1	CA20	CATIA Fundamental	5 Days	4-8					14-18				4-8		
2	CA03	CATIA Advance Sheet Metal & Plastic Part Design	5 Days			1-5					6-10				
3	CA05	CATIA Generative Shape Design-GSD	3 Days		1-3				1-3				11-13		
4	NX01	NX Essential for Designer	5 Days	18-22				17-21			2-6				
5	NX02	NX Intermediate for Designer	5 Days			15-19				5-9					6-10
6	NX05	NX Advance for Plastic Part Design	5 Days				5-9				20-24				
7	SW01	SolidWorks Fundamental	5 Days		15-19					12-16					20-24
Analysis and Performance Programme															
8	AP03	Finite Element Modelling (Model Generation)	1 Day	11					8					1	
Industrial Design Programme															
9	ST01	Basic Industrial Sketching Technique	3 Days	25-27						28-30					
10	ST02	Alias AutoStudio Fundamental	3 Days				12-14							2-4	
Sharing Knowledge Programme															
11	EK03	Press Machine Safety	2 Days		8-9										
12	EK05	Advance Product Quality Planning	1 Day				19								
13	EK06	Basic Statistical Process Control	1 Day						9						
14	EK07	Measurement System Analysis	1 Day												1
15	EK08	Control Plan	1 Day										14		
16	EK09	Production Part Approval Process	1 Day								16				
17	EK11	Process Failure Mode And Effect Analysis	2 Days					24-25							
18	EK12	8D Problem Solving	2 Days	12-13											
Soft Skill Programme															
19	SSA1	Mindset and Employee Motivation	2 Days			1-3							4-5		
20	SSA2	Building a Positive Workplace Culture	2 Days						3-4						
21	SSA3	Mindset Transformation	2 Days							5-6					
22	SSB1	Time & Stress Management for Personal Effectiveness	2 Days		15-16										
23	SSB2	Managing Priorities, Managing Self Effective Time & Stress Management	2 Days					3-4							
24	SSC1	Handling Customer Complaints and Difficult Customers	2 Days								6-7				
25	SSD1	Interpersonal Communication	2 Days	26-27											6-7
26	SSD3	The Art of Effective Communication & Rapport Building	2 Days						10-11						
27	SSE1	Essential Leadership Skills For Supervisors and Managers	2 Days								2-3				
28	SSE2	Leadership Coaching @ The Situational Leadership Model	2 Days										11-12		
29	SSE3	Leadership Skills For Supervisors	2 Days					24-25							
30	SSE4	The Effective Supervisory Skills	2 Days				5-6								
31	SSE5	Supervisory Leadership	2 Days												13-14
32	SSE6	Succession Planning	3 Days								11-13				
33	SSF1	Administrators Development Programme	2 Days				22-23								
34	SSG1	Effective Problem Solving and Decision Making	2 Days										25-26		
35	SSG2	Creative Thinking & Innovation	2 Days						16-17						
36	SSG3	Managing Innovation & Change	2 Days		22-23									1-2	
37	SSH2	Training Need Analysis	2 Days							27-28					
38	SSJ1	Sexual Harassment	1 Day			15								8	
39	SSJ2	Managing Absenteeism	2 Days						21-22						27-28



In-House Training Programme

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CAD Software Programme				
1	CA20	CATIA Fundamental	5 Days	•Introduction to CATIA User Interface •Sketcher •Part Design •Wireframe & Surface Design •Assembly Design •Generative Drafting
2	CA02	CATIA 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 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 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 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 for Plastic Part Design	5 Days	•Introduction to Advance NX Environment •Offset Surface •Curve •Swept •Trim •Sew •Bounded Plane •Sectioning Operation •Draf Analysis •Local Radius •Assembly
9	SW01	SolidWorks Fundamental	5 Days	•Introduction to SolidWorks User Interface •2D & 3D Sketch Process •Solid Modelling •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	FJICAD/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	FJICAD/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
Analysis and Performance Programme				
13	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
Industrial Design Programme				
14	ST01	Basic Industrial Sketching Technique	3 Days	•Introduction of Basic Industrial Sketching Technique •Drawing Classification •Basic Sketching Technique •Type of Perspective •Basic Geometry/Primitive Shape •Object Lighting and Shadow
15	ST02	Alias AutoStudio Fundamental	3 Days	•Introduction to Alias User Interface •Curve and Surface Operation •Introduction to Vred User Interface •Scenegraph •Materials •Operation of Camera, Lighting and Environment
16	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
Engineering Development Programme				
17	ED01	VUI3P Paper Bicycle Programme	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
18	ED06	Digital Manufacturing for Automotive	8 Days	•Reverse Engineering (3D Scanner Setup and Calibration, 3D Scanning Processing, Mesh Editing) •Industrial Sketching Technique (Drawing Classification, Basic Sketching Technique, Perspective, Basic Geometry / Primitive Shape, Object Lighting and Shadow) •Automotive Styling (Alias Essential, Introduction of Alias Class-A Surface, Surface Build-up Principles, Evaluating Surface Continuity, Evaluating the Rebuild Tolerance, Fillet and Flanges) •Digital Mock-up (Introduction of AR Application, Features of AR Application, Review New Part in Real Environment, AR for Manufacturing Instruction)
19	ED07	Additive Manufacturing for Automotive	3 Days	•Advanced CAD Design (Data Verification, CATIA Advanced Wireframe & Surface Features, Additive Manufacturing Design) •Model Finishing Process (Review the Additive Manufacturing Model, Support Removal, Assembly & Gluing Process, Detailing Process, Primer, Painting & Clear Coating)
Sharing Knowledge Programme				
20	EK01	Geometric, Dimensioning and Tolerancing (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)	1 Day	•APQP Fundamental •APQP vs Project Management •APQP Reporting •APQP Implementations
23	EK06	Basic Statistical Process Control	1 Day	•Introduction to Process Control •Type of Data - Variables & Attributes •Histogram •Process Capability •Control Charts
24	EK07	Measurement System Analysis (MSA)	1 Day	•Introduction to MSA •MSA Terminology •Accuracy •Reproducibility •Repeatability •GRNR
25	EK08	Control Plan	1 Day	•Introduction to Control Plan •Control Plan in APQP •Control Plan Template •Process Flow •Product & Process Characteristic •Linkage •Implementation Process •Success Factor •Common Pitfall



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Sharing Knowledge Programme				
26	EK09	Production Part Approval Process (PPAP)	1 Day	•Introduction to PPAP •PPAP Process Flow •Benefit of PPAP •ISO/TS - PPAP Linkage •PPAP Requirement
27	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
28	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
Soft Skill Programme				
29	SSA1	Mindset and Employee Motivation	2 Days	•The Motivation Secret •Goal Setting and Motivation •Personal Grooming and Self Image •The Importance of Time Management •Stress Management for Better Motivation •Personal Motivation Action Plan
30	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
31	SSA3	Mindset Transformation	2 Days	•Introduction •Develop Strategies to Manage Change •Mindset Change Concept •Mindset Process •Factors Influencing the Mindset •6 Patterns of Trapped Mind •Success Model of Mindset Change •Positive Mental Attitudess •Success Through Mindset Change
32	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 •Stress Management Action Plan
33	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
34	SSC1	Handling Customer Complaints and Difficult Customers	2 Days	•The Beginning of Excelent Service •Know Your Customer •Know Your Product •The Service Encounter •The Service Edge •Customer For Life •Excellent Service Action Plan
35	SSD1	Interpersonal Communication	2 Days	•Introduction to Communication •Communication Gap •Communication Style •Non-Verbal Communication •Winning Communication Techniques •Case Study and Role Play
36	SSD2	Public Speaking	2 Days	•Purpose of Public Speaking •Developing Impactful Speech •Speaking with Presence •Visual Aids •Connecting with The Audience
37	SSD3	The Art of Effective Communication & Rapport Building	2 Days	•The Power of Communication •Seek To Understand & Ask The Right Questions •Communication Technique to Sustain and Improve Results •Motivation, Maintaining & Enhancing Relationships at the Workplace
38	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
39	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
40	SSE3	Leadership Skills For Supervisors	2 Days	•The Effective Supervisors •What's Your Style •Activation & Effectuation Method •Delegation Communication Technique •Conflict Management •Team Dynamics •Personal Effective Supervisors Action Plan
41	SSE4	The Effective Supervisory Skills	2 Days	•The Role Functions of A Supervisory •Supervisory and Leadership •Human Relations and Communication •Teambuilding •Motivation •Problem Identification and Decision Making
42	SSE5	Supervisory Leadership	2 Days	•The Role and Functions of the Leader •Attitude of A Leader •Leader as a Communicator •Leader as Motivator •Leader as a Problem Solver •Leader as a Team •The Leader and Quality
43	SSE6	Succession Planning	3 Days	•Introduction To Succession Requirement Planning •Candidate Assessment •Develop Competencies for Critical Position •Identify Potential Leaders •Replacement Planning •Guidelines for Conflict Resolution •Individual Development Plans •Success Measures
44	SSF1	Administrators Development Program	2 Days	•Manage Roles, Responsibilities and Team Work •Manage Relationships and Communication •Communication Techniques to Sustain and Improve Results •Manage Time and Priorities •Manage Change
45	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 •Blinders and Brainstorming •Selecting and Implementing the Best Solution
46	SSG2	Creative Thinking & Innovation	2 Days	•The Messy Nature of Innovation •Nurturing New Ideas and Solutions •Recommended Practices Review •Real-World Practice
47	SSG3	Managing Innovation & Change	2 Days	•Introduction •Understanding the Need for Change •Innovating Resistance to Change •Innovating Change Initiatives •Innovating a Change Management Plan •Innovating and Managing Change
48	SSH1	Teaching Methodology for Adult Learners	2 Days	•Pedagogy vs. Andragogy •Teaching Strategies •The Teaching Structure •Management Skills •Practice Multiple Teaching Methodologies
49	SSH2	Training Need Analysis	2 Days	•An Overview of a Systematic Approach to Training and Development •An Introduction to Training Needs Analysis •Method used in Gathering Data for Analysis of Training Needs •Analysis of Training Needs Identifications Data •Recommending Action and Presenting Persuasive Presentation
50	SSJ1	Sexual Harassment	1 Day	•Introduction •Sexual Harassment •Sexual Assault •Sexual Blackmail •Employer's and Employee's Obligation •Relevant Law •Case References •Effect of Sexual Misconduct •Obstacles and Solution •Policy
51	SSJ2	Managing Absenteeism	2 Days	•Introduction •Managing Medical Leave •Managing Absence •Remedies for Handling Absence •Measuring Absenteeism Levels •Disciplinary Procedures to Address Absenteeism

- (1) Detail of training programme available at www.dreamedge.jp/training
 (2) Our training programme are claimable under HRDF SBL Scheme subject to PSMB approval
 (3) All dates are subjected for changes from time to time



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