

TRAINING CALENDAR 2018



"Education is the key to success in life, and teachers make a lasting impact in the lives of their students"
-Solomon Ortiz

Released Date: November 2017

Public Training Programme

No	Code	Training Programme	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CAD Software Programme															
1	CA01	CATIA Fundamental	5 Days			12-16 Klang Valley								26-30 Klang Valley	
2	CA02	CATIA Advance Surface Design-GSD&GSO	5 Days				23-27 Klang Valley						8-12 Klang Valley		
3	CA03	CATIA Advance Sheet Metal & Plastic Part Design	5 Days	15-19 Klang Valley						16-20 Klang Valley					
4	CA04	CATIA Fundamental of Tool & Die Design	5 Days				9-13 Klang Valley								17-21 Klang Valley
5	CA05	CATIA Generative Shape Design-GSD	3 Days		6-8 Klang Valley						14-16 Klang Valley				
6	NX01	NX Essential for Designer	5 Days						25-29 Klang Valley						3-7 Klang Valley
7	NX02	NX Intermediate for Designer	5 Days		26-28 Klang Valley	1-2 Klang Valley							22-26 Klang Valley		
8	NX05	NX Advance-Plastic Part Design	5 Days	15-19 Klang Valley							24-28 Klang Valley				
9	SW01	Solidworks Fundamental	5 Days					7-11 Klang Valley						12-16 Klang Valley	
10	SW02	Solidworks Intermediate	5 Days			19-23 Klang Valley						3-7 Klang Valley			
Analysis and Performance Programme															
11	AP03	Finite Element Modelling (Model Generation)	1 Day	8 Klang Valley					7 Klang Valley						
Industrial Design Programme															
12	ST01	Basic Industrial Sketching Technique	3 Days				24-26 Klang Valley								
13	ST02	Alias AutoStudio Fundamental	3 Days								7-9 Klang Valley				
Sharing Knowledge Programme															
14	EK03	Press Machine Safety	2 Days				17-18 Klang Valley								
15	EK05	Advance Product Quality Planning	1 Day								14 Klang Valley				
16	EK06	Basic Statistical Process Control	1 Day	23 Klang Valley											
17	EK07	Measurement System Analysis	1 Day						26 Klang Valley						
18	EK08	Control Plan	1 Day										23 Klang Valley		
19	EK09	Production Part Approval Process	1 Day							4 Klang Valley					
20	EK11	Process Failure Mode And Effect Analysis	2 Days			13-14 Klang Valley									
21	EK12	8D Problem Solving	2 Days		27-28 Klang Valley										
22	EK13	IATF 16949:2016	2 Days			27-28 Klang Valley									
Soft Skill Programme															
23	SSA1	Mindset and Employee Motivation	2 Days							24-25 Klang Valley					
24	SSA2	Building a Positive Workplace Culture	2 Days		21-22 Klang Valley										
25	SSA3	Mindset Transformation	2 Days		6-7 Klang Valley										
26	SSB1	Time & Stress Management for Personal Effectiveness	2 Days			6-7 Klang Valley									
27	SSB2	Managing Priorities, Managing Self Effective Time & Stress Management	2 Days								19-20 Klang Valley				
28	SSC1	Handling Customer Complaints and Difficult Customers	2 Days										2-3 Klang Valley		
29	SSD1	Interpersonal Communication	2 Days			20-21 Klang Valley									
30	SSD3	The Art of Effective Communication & Rapport Building	2 Days	10-11 Klang Valley				22-23 Klang Valley							
31	SSE1	Essential Leadership Skills For Supervisors and Managers	2 Days										13-14 Klang Valley		
32	SSE2	Leadership Coaching @ The Situational Leadership Model	2 Days								25-26 Klang Valley				
33	SSE3	Leadership Skills For Supervisors	2 Days											4-5 Klang Valley	
34	SSE4	The Effective Supervisory Skills	2 Days	23-24 Klang Valley				30-31 Klang Valley							
35	SSE5	Supervisory Leadership	2 Days						5-6 Klang Valley						
36	SSE6	Succession Planning	3 Days				3-5 Klang Valley								
37	SSF1	Administrators Development Program	2 Days										21-22 Klang Valley		
38	SSG1	Effective Problem Solving and Decision Making	2 Days					8-9 Klang Valley							
39	SSG2	Creative Thinking & Innovation	2 Days	16-17 Klang Valley						1-2 Klang Valley					
40	SSG3	Managing Innovation & Change	2 Days									16-17 Klang Valley			
41	SSH1	Teaching Methodology for Adult Learners	2 Days											18-19 Klang Valley	
42	SSH2	Training Need Analysis	2 Days							10-11 Klang Valley					
43	SSJ1	Sexual Harassment	1 Day								7 Klang Valley				
44	SSJ2	Managing Absenteeism	2 Days									4-5 Klang Valley			
45	SSK1	Achiever's Mindset	2 Days										27-28 Klang Valley		

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In-House Training Programme

No	Code	Training Programme	Duration	Content
CAD Software Programme				
1	CA01	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-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 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
Analysis and Performance Programme				
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
Industrial Design Programme				
15	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
16	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
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
Engineering Development Programme				
18	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
Sharing Knowledge Programme				
19	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)
20	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
21	EK05	Advance Product Quality Planning (APQP)	2 Days	•APQP Fundamental •APQP vs Project Management •APQP Reporting •APQP Implementations
22	EK06	Basic Statistical Process Control	2 Days	•Introduction to Process Control •Type of Data - Variables & Attributes •Histogram •Process Capability •Control Charts
23	EK07	Measurement System Analysis (MSA)	2 Days	•Introduction to MSA •MSA Terminology •Accuracy •Reproducibility •Repeatability •GRNR
24	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
25	EK09	Production Part Approval Process (PPAP)	2 Days	•Introduction to PPAP •PPAP Process Flow •Benefit of PPAP •ISO/TS - PPAP Linkage •PPAP Requirement
26	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
27	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
28	EK13	IATF 16949:2016 Awareness	2 Days	•Annex SL •7 Management Principles •Risk Based Thinking •Structure of ISO 9001/IATF 16949 •Review of IATF 16949 •IATF Rules for Certification •IATF Transition Process

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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 Attitudes •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 Excellent 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
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
52	SSK1	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
- (2) Our training programme are claimable under HRDF SBL Khas / SBL Scheme subject to PSMB approval
- (3) All dates are subjected for changes from time to time



Knowledge Exchange & Management / Engineering Division

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