



Camera di Commercio Italiana in Cina
中国意大利商会
China-Italy Chamber of Commerce

EFESO
CONSULTING

ONE DAY TRAINING: TWI JOB INSTRUCTION **TWI工作指导课程**

DECEMBER 16, 2016 – SHANGHAI, FROM 9:00 AM TO 5.00 PM



Abu Dhabi - Amsterdam - Atlanta - Barcelona - Berlin - Brussels - Budapest - Buenos Aires - Cairo - Galway - Gothenburg
Istanbul - Lisbon - Manchester - Mexico City - Milan - New Delhi - New York - Paris - Riyadh - São Paulo - Seoul
Shanghai - Singapore - Saint Petersburg - Stockholm - Tokyo

What is course about 课程内容？

- TWI的历史和背景 The history and background of TWI
- 主管的定义和职责 The definition & role of a supervisor
- JI工作指导四阶段法 Job Instruction 4 step Approach
- 工作分解 Job breakdown
- 培训计划 Training Plan
- 特殊条件下的工作指导 Job Instruction in special working condition

Who or what level/ type of managers who should attend ? 谁或是什么级别/类型的管理人员适合参加该课程？

- Production Supervisor 生产主管
- Production Team Leader 生产班组长
- Lean Engineer 精益工程师
- Training Specialist 培训专员

Training Deliverables 主要交付成果是什么或出席者可以从培训中收获什么？

- 了解TWI的历史、背景和作用 Understand the history, background and application of TWI
- 理解主管的定义和职责 Understand the definition & role of a supervisor
- 掌握JI工作指导四阶段法 Capable of 4-step Approach application
- 掌握工作分解 Capable of conducting Job breakdown
- 掌握培训计划制定 Capable of Making Training Plan
- 了解特殊条件下的工作指导方法 Understand how to Instruct in special working conditions

THIS TRAINING WILL BE DELIVERED IN CHINESE LANGUAGE ONLY

该课程使用中文授课



Time 时间	Contents 内容
9:00 to 9:30	Registration 签到
9:30 to 10:00	Overall Introduction of TWI & JI 总体介绍TWI及工作指导 - History of TWI TWI历史讲解 - Problems in production 生产中的问题
10:00 to 10:30	Definition & Role of a Supervisor 主管的职责和定义 - Definition of supervisor 主管的定义 - 5 skills for supervisor 主管需要具备的五项技能 - The necessity for training 培训的必要性
10:30 to 10:45	Coffee Break 茶歇
10:45 to 11:20	Demo: Ineffective teaching method 演示：低效的教学方式 - Demo of ineffective teaching method 低效教学方式演示 - Comments & Discussion 反馈和讨论
11:20 to 12:00	Demo: correct instruction 演示：正确的指导方法 - Demo of JI 4 phases 演示JI四阶段法 - Comments & Discussion 反馈和讨论



Time 时间	Contents 内容
13:00 to 13:30	Theory: Job Instruction 4 phases 理论：工作指导四阶段法 - Distribute JI card 分发JI四阶段法卡片 - Key points of JI 4 phases JI四阶段法的要点讲解
13:30 to 14:00	Demo: Demonstration by volunteer 演示：由学员演示 - Trainee Practice with JI 4 phases 学员尝试用JI四阶段法教学 - Comments & Discussion 反馈和讨论
14:00 to 14:30	Theory: Job Breakdown 理论：工作分解 - Importance of Job Breakdown 工作分解的重要性 - Definition 概念定义 - Major steps 主要步骤 - Key points 关键点
14:30 to 14:45	Coffee Break 茶歇
14:45 to 15:30	Practice : Job Breakdown job 练习：工作分解
15:30 to 15:45	Theory: introduction of planning timetables 理论：介绍培训计划表
15:45 to 16:30	Practice: filling the planning timetables 练习：填写培训计划表
16:30 to 17:00	Theory: Teaching in special condition 理论：特殊环境下的教学



ABOUT THE TRAINER 培训师简介:

Jason Lin 林永建

Senior Consultant for WCOM 世界级制造高级咨询师

- 11 years working experience in manufacturing industry, focus on operations management, specialized in Lean management and supply chain management, solid understanding of related theory and rich hands-on experience in real operations. 11年制造业工作经验，专注于生产型企业的运营管理，擅长精益管理及供应链管理，具有扎实理论功底和丰富的实战经验。

- Major Client experience 主要客户:
 - Ecolab – TWI 艺康 - TWI
 - Saint Gobain -Lean Office; Supply Chain 圣戈班 - 精益办公项目,供应链项目
 - Brilliance-BMW - Lean Training: VSM, Lean Logistics 华晨宝马 - 精益培训项目
 - Yili - Focus Improvement, PKE training 伊利 - WCOM项目
 - Mary Kay - FI, visual management 玫琳凯 - WCOM项目



Training 课程	Fee (RMB) 费用 (人民币)	1 person or 1 training CICC Member 1人或1次培训 CICC会员	2 people or 2 trainings CICC Member 2人或2次培训 CICC会员	3-4 people or 3-4 trainings CICC Member 3-4人或3-4次培训 CICC会员	5 people or 5 trainings CICC Member 5人或5次培训 CICC会员
½ day 半天	1,700	10 % discount	20 % discount	30 % discount	50 % discount
1 day 一天	2,500	10 % discount	20 % discount	30 % discount	50 % discount
2 days 两天	4,000	10 % discount	20 % discount	30 % discount	50 % discount

➤ Registration 注册申请：

By email (info.china@efeso.com) with the registration form completed. Please fill it in, sign it and stamp it. Send it to us at least 7 days before training date. 请将填好、签字并盖章的培训申请表通过邮件的形式发送至info.china@efeso.com。请在培训课程开始7天之前将表格发回。

➤ Training fee and payment 培训费用和支付：

A) Company booking. If the registration is made as a company, payment should be executed by bank transfer and should be to be received at least 5 days before training is fixed. 公司支付。如果课程由公司申请，需通过银行转账的形式支付，并且需要在培训开始的5天前到账。

B) Personal booking. The payment should be executed by bank transfer to be received at least 5 days before training is fixed. 个人支付。通过银行转账的形式支付，并且需要在培训开始的5天前到账。

Location of the training 培训地点: Shanghai 上海



www.efeso.com