



# The Basics of the Manufacturing Site

-Official Product Meister Accreditation-

■ This course teaches the basic management skills required for manufacturing site technicians and will foster awareness of being a *manufacturing* technician.

## Characteristics

- ★ From "the basics of manufacturing" to basic management skills, you will learn about the roles and awareness possessed by those in the manufacturing industry as well as quality, cost, delivery, safety, health and the environment.
- ★ This course uses utilizes examples from situations that commonly occur on the manufacturing site and in daily life and explains them using easy-to-understand sound and animation.

## Curriculum

- Chapter 1 The Role of the Manufacturing Department and Being Mindful of Cost**
- 1-1 The Social Nature of a Company and Its Role (1)
  - 1-2 The Social Nature of a Company and Its Role (2)
  - 1-3 Company Structure and the Work of the Manufacturing Site
  - 1-4 Making Friends and Relationships
  - 1-5 Cost and Waste
  - 1-6 How to Make Continuous Progress in Cost Reduction (1)
  - 1-7 How to Make Continuous Progress in Cost Reduction (2)
- Chapter 2 Avoiding Production of Defective Products**
- 2-1 What Is Good Quality? (1)
  - 2-2 What Is Good Quality? (2)
  - 2-3 Not Making Defective Products (1)
  - 2-4 Not Making Defective Products (2)
  - 2-5 Not Allowing the Inclusion of Defective Products
  - 2-6 How to Make Progress in Defect Reduction (1)
  - 2-7 How to Make Progress in Defect Reduction (2)
- Chapter 3 Deadline Management in the Workplace**
- 3-1 First, Adhering to Deadlines
  - 3-2 Adhering to Deadlines by Preparing in Advance (1)
  - 3-3 Adhering to Deadlines by Preparing in Advance (2)
  - 3-4 Quality, Delivery and Cost Are Determined by Your Work

- Chapter 4 Workplace Safety and Environmental Management**
- 4-1 Workplace Safety Management
  - 4-2 Business and Environmental Issues

**Product Meister Accreditation**  
 Product Meister Accreditation is an accreditation system that determines, certifies and proves how much of the total basic management skills and improvement ability required of those involved in the manufacturing industry at their level (such as those responsible for production lines, group leaders, front-line supervisors, and managers, etc.) is possessed by an individual.

## Who should take this course

To those new manufacturing site technicians who want to learn basic management skills

## Course material outline

- ◆ Expected learning time : 2hours
- ◆ Shortest duration : 56minutes
- ◆ Number of tests : 1

## Supervised by

Human Resources Development Association