

Online training Schedule (November 2020)

DATE	TIME	EVENT	DETAILS	LOCATION
PREPARATORY SESSIONS				
Nov 16 (Monday)	07:45 (JST 15:45)	Registration Participants to access webinar room	The EU-Japan Centre for Industrial Cooperation	Livestorm Webinar Room
	8:00-8:45 (JST 16:00-16:45)	Orientation / Course Overview / Self introduction Live 1. Opening Remarks by Philippe 2. Centre staff and Richard's introduction 3. Participant's self-introduction 4. Course overview — Especially the explanation on the Group discussion, the tasks for the participants. The programme is consisted of 4 lectures, 4 plant visits, 1 workshop, and group presentation	The EU-Japan Centre for Industrial Cooperation	Livestorm Webinar Room
	8:45-8:50 (JST 16:45-16:50)	Break		
	8:50-9:50 (JST 16:50-17:50)	Team Building Activity Live 1. Centre to explain this session, then liaise with Richard 2. RK to start the session	Dr. Richard Keegan (RK) Adjunct Associate Professor of Lean Operational Excellence, Trinity Business School	Livestorm Webinar Room
	9:50-10:00 (JST 17:50-18:00)	Break		
	10:00-11:00 (JST 18:00-19:00)	Lecture 1 Live Part 1: Operational Excellence (Fusion of Toyota Production System +Total Plant Maintenance) with short Q&A Session RK to support the lecture	The Japan Institute of Plant Maintenance Consecutive Interpretation	Livestorm Webinar Room
	11:00-11:05 (JST 19:00-19:05)	Break		
	11:05-12:05 (JST 19:05-20:05)	Lecture 2 Live Part 2: Operational Excellence (Fusion of Toyota Production System +Total Plant Maintenance) with short Q&A Session RK to support the lecture The Centre to conclude the lecture 2, then move on to Wrap up	The Japan Institute of Plant Maintenance Consecutive Interpretation	Livestorm Webinar Room
	12:05-12:35 (JST 20:05-20:35)	Open discussion between Mission Participants supported by RK	Dr. Richard Keegan	Zoom
12:35-12:40 (JST 20:35-20:40)	Wrap-up : Live 1.FM to comment. 2.Richard to comment 3. FM to conclude the session	The EU-Japan Centre for Industrial Cooperation	Zoom	
GROUP PLANT VISITS				
The time difference between Japan and Europe was assumed to be 8 hours.				
Nov 17 (Tuesday)	07:45 (JST 15:45)	Registration Participants to access webinar room	The EU-Japan Centre for Industrial Cooperation	Zoom
	8:00-8:30 (JST16:00-16:30)	Opening / Course Overview The Centre introduces Toyota Engineering and TH and other instructors.	The EU-Japan Centre For Industrial Cooperation CEO, Toyota Engineering Corporation (TEC) Consecutive Interpretation	Zoom
	8:30-10:00 (JST 16:30-18:00) Including break	Overview of Toyota Supplier system/ Plant visit 1: virtual overview of Chiyoda Kogyo Co,Ltd – Seat frame functional product (recorded plant tour video) Company Overview & Onsite plant guide (1.5 hour with English subtitles/consecutive translation)	Commented and Contents prepared by Toyota Engineering Corporation (TEC) Ms. Eri Okubo, Consecutive Interpretation Supported by Dr. Richard Keegan <small>Note: since the viewed factory is not running live at the time of broadcast, participants will watch recorded videos of plant tours.</small>	Zoom

Nov 17 (Tuesday)		<u>Learning points</u> <ul style="list-style-type: none"> ● Company's introduction of TPS ● Explanation of each process ● Kanban and logistics ● Kaizen (Cardboard Kaizen) ● Management policy and Human resource management <p>RK to support the session</p>		
	10:00-10:30 (JST 18:00-18:30) Including break	Plant visit 1: live Q&A/ Discussion Interactive session RK to encourage participants to ask questions to the instructor.	Commented by Instructors of TEC, Consecutive Interpretation Supported by: Dr. Richard Keegan	Zoom
	10:30-11:40 (JST 18:30-19:40) Including break	Plant visit 2: virtual overview of Mifune Corporation - production of stamped metal automotive parts Watch a recorded plant tour video (3rd plant) TEC Company Overview & Onsite plant guide (1.5 hour with English subtitles/consecutive translation) <u>Learning points</u> <ul style="list-style-type: none"> ● The Company's Introduction of TS ● Each factory process ● Mold setup Kaizen ● Pokayoke ● Management policy and Human resource management <p>RK to support the session</p>	Commented by Consecutive Interpretation; Contents prepared by Toyota Engineering Corporation (TEC) Supported by Dr. Richard Keegan <small>Note: since the viewed factory is not running live at the time of broadcast, participants will watch recorded videos of plant tours.</small>	Zoom
	11:40-12:00 (JST 19:40-20:00)	Plant visit 2: live Q&A/ Discussion Interactive session RK to support participants in understanding key learning points.	Commented by Instructors of TEC, Mr. Tetzuo Arikawa(TA), Instructor of TEC Supported by: Dr. Richard Keegan	Zoom
	12:00-12:10 (JST 20:00-20:10)	Reflection 1. TEC (TH, MN and TA) to conclude the programme of the day.	TEC +Consecutive Interpretation	Zoom
	12:15-12:45 (JST 20:15-20:45)	Open discussion between Mission Participants supported by RK	Dr. Richard Keegan The EU-Japan Centre for Industrial Cooperation	Zoom

WORKSHOP & LECTURE SESSION

The time difference between Japan and Europe was assumed to be 8 hours.

	07:45 (JST 15:45)	Registration Participants to access webinar room	The EU-Japan Centre for Industrial Cooperation	Zoom
	8:00-8:05 (JST 16:00-16:05)	Introduction Overview of the practice workshop	The EU-Japan Centre for Industrial Cooperation Instructor of TEC, Consecutive Interpretation	Zoom
	8:05-9:00 (JST 16:05-17:00) Including break	Lecture 3 Kaizen Process/ Process Stability Lecture on TPS <ul style="list-style-type: none"> • review of TPS basics • Process Kaizen • Quality built into Process -the latest quality management of Toyota- • How motivation affects performance <p>2. RK to support participants in understanding key learning points.</p>	lecturer of TEC, Consecutive Interpretation Contents prepared by TEC Supported by: Dr. Richard Keegan	Zoom
	9:00-11:20 (JST 17:00-19:20)	Online Dojo - Hands-on Practice explanation & demonstration – Assembly line methods	lecturer of TEC, Consecutive Interpretation	Zoom

Nov 18 Wed	Including break	for setting small fans (What participants can learn remotely) 1. MN to start the workshop and overview the programme 2.RK to support and raise questions among participants. 3. MN to complete the session.	Contents prepared by TEC Participants will learn how to create standardised work by producing Standardized work chart.	
	11:20-11:40 (JST 19:20-19:40)	Q&A/ Conclusion 1. MN to start the session 2.RK to support and raise questions among participants. 3. MN to complete the session. points.	Mr. Masamori Nakashima (MN), lecturer of TEC Ms. Eri Okubo, Consecutive Interpretation Supported by: Dr. Richard Keegan	Zoom
	11:40-12:00 (JST 19:40-20:00)	Wrap-up 1. MN to comment on the programme of the day. 2. FM to comment. 2.Richard to comment. 3. FM to conclude the session.	Mr. Masamori Nakashima (MN), lecturer of TEC Ms. Eri Okubo, Consecutive Interpretation Fabrizio Mura(Speaker)/Richard Keegan (Speaker)/ Eiko Ishikawa, Ayano Fujito (Supporters) EU-Japan Centre for Industrial Cooperation	Zoom
	12:10 -13:10 (JST 20:10-21:10)	Lunch/Dinner Team Building Discussion Participants to bring specialties of each country.	Fabrizio Mura(Speaker) Dr. Richard Keegan (Speaker) / Eiko Ishikawa, Ayano Fujito (Supporters) EU-Japan Centre for Industrial Cooperation	Whova

GROUP PLANT VISITS

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Nov 19 Thu	07:45-08:05 (JST 15:45-16:05)	Registration/Course Overview Participants to access webinar room	Eiko Ishikawa, Ayano Fujito (Supporters) EU-Japan Centre for Industrial Cooperation	Zoom
	8:05-9:20 (JST 16:05-17:20) Including break	Plant visit 3: virtual overview of Avex Inc.Factory – Automotive parts production (recorded plant tour video) Company Overview & Onsite plant guide (1.5 hour with English subtitles/consecutive translation) ● Tested principles during a crisis. 1. OH to start lecture and comment 2. RK to support the session	Commented by Mr. Osamu Hiraizumi(OH) Ms. Eri Okubo, Consecutive Interpretation Contents prepared by Toyota Engineering Corporation (TEC) Supported by Dr. Richard Keegan <small>Note: since the viewed factory is not running live at the time of broadcast, participants will watch recorded videos of plant tours.</small>	Zoom
	9:20-9:50 (JST 17:20-17:50)	Plant visit 3: live Q&A/ Discussion Interactive session 1. TH, MN and TA to start the session 2. RK to encourage participants to ask questions to the instructor. 3. RK to support participants in understanding key learning points. 4. TH, MN and TA to conclude the session.	Commented by: Mr. Toshio Horikiri, Mr. Masamori Nakashima, Mr. Tetzuo Arikawa Ms. Eri Okubo, Consecutive Interpretation Supported by: Dr. Richard Keegan	Zoom
	9:50-10:50 (JST 17:50-18:50) Including break	Plant visit 4: virtual overview of Shin Nihon Kogyo -AI robotic (recorded plant tour video) Company Overview & Onsite plant guide (1.5 hour with English subtitles/consecutive translation) Learning points: ● Company Management ● Sales strategy and ordering system ● Relationship with community 1. OH to start lecture and comment 2. RK to support the session	Commented by Mr. Osamu Hiraizumi (OH) Ms. Eri Okubo, Consecutive Interpretation Contents prepared by Toyota Engineering Corporation (TEC) Supported by Dr. Richard Keegan <small>Note: since the viewed factory is not running live at the time of broadcast, participants will watch recorded videos of plant tours.</small>	Zoom
	10:50-11:20 (JST 18:50-19:20)	Plant visit 4: live Q&A/ Discussion Interactive session 1. TH, MN and TA to start the session 2. RK to encourage participants to ask	Commented by: Mr. Toshio Horikiri, Mr. Masamori Nakashima, Mr. Tetzuo Arikawa Interpreted by Ms. Eri Okubo Supported by: Dr. Richard Keegan	Zoom

Nov 19

Thu		questions to the instructor.		
	11:20-11:40 (JST19:20-19:40)	Reflection of the modules prepared by TE	Commented by TEC Supported by Richard Keegan(RK)	
	11:40-12:10 (JST 19:40-20:10)	Closing 1. TE to comment. 2. The Centre to comment. 3. Richard to comment. 4. TE to close the session.	TEC , the EU-Japan Centre for Industrial Cooperation	Zoom
	12:10-13:00 (JST 20:10- 21:00)	"Back of the Bus" University Open discussion between Mission Participants supported by RK	Dr. Richard Keegan	Zoom
LECTURE AND FINAL SESSION/GROUP PRESENTATION				
Nov 20 Fri	08:15-08:25 (JST 16:15-16:25))	Registration Participants to access webinar room	The EU-Japan Centre for Industrial Cooperation	Livestorm
	08:25-08:30 (JST 16:25-16:30)	Introduction Overview of the activities	The EU-Japan Centre for Industrial Cooperation	Livestorm
	08:30-10:30 (JST 16:30-18:30)	Lecture 4 Live Pursuing Advanced TPS and TPM through Q&A session ● YM will provide effective approaches toward the 3 challenges of the participants. ● Q&A for general questions. RK to support the lecture	The Japan Institute of Plant Maintenance + Consecutive Interpretation	Livestorm
	10:30-10:40 (JST 18:30-18:40)	(including 10-15 min break)		
	10:40-11:40 (JST 18:40-19:40)	Group Presentation, Discussion Live Moderator: Richard Keegan + Observer	Each participant in the group gives a presentation about learnings from the course, and also suggestions on how to address to individual challenges.	Livestorm
	11:40-12:10 (JST 19:40-20:10)	Closing remarks, Handover of Certificates Live	The EU-Japan Centre for Industrial Cooperation	Livestorm

The lectures and a workshop organised by the TEC will be interpreted by interpreters.

Each module provided by the TEC includes break. They will announce the breaks during their modules.

Participants to access the webinar room at least 15 mins before the session start.

Notify all the participants that we will start each module at least 5 minutes after the starting time on WCM platform.

The Centre will monitor the questions from the participants on WCM platform and report to Murase sensei by the end of the week.

