



PROJECT NOTIFICATION

Ref. No.: 20-IN-80-GE-TRC-B-528

Date of Issue	9 November 2020
Project Code	20-IN-80-GE-TRC-B
Title	Training of Trainers on Lean Manufacturing Systems
Timing and Duration	8–10 December 2020 (three days)
Hosting Country	Bangladesh
Modality	Digital Multicountry (DMC)
Implementing Organization(s)	National Productivity Organisation (NPO), Ministry of Industries, Bangladesh, and the APO Secretariat
Participating Countries	All Member Countries
Overseas Participants	19
Local Participants	12
Closing Date for Nominations	20 November 2020

Notes: This PN supersedes the PN issued on 25 November 2019 and PNRs issued on 9 March and 22 May 2020.

1. Objectives

- a. Equipping participants with updated knowledge and practices of lean manufacturing and management;
- b. Increasing efficiency in resource, energy, and process management of SMEs; and
- c. Providing references and benchmarks for lean practitioners and trainers to effectively apply lean concepts and techniques in SMEs.

2. Background

Lean manufacturing is a methodology for productivity improvement which focuses on reducing all types of waste, streamlining processes, and optimizing resources so that all actions in the manufacturing process create value. It originated from the Toyota production system developed by the Toyota Motor Company in Japan and has been widely studied and practiced by academics and industries of all scales since the 1980s. A key concept of lean manufacturing is “to do more with less,” as summarized by US economist James Womack, although the driving force is the needs of consumers rather than simply the operational efficiency of industries. Its importance is especially manifested in a pandemic affected era when timely response to the demand of those in need is necessary.

Nowadays, lean concepts and practices are even more significant when resource efficiency and timely responses to market demand are equally important for manufacturers. Lean manufacturing provides a simple yet solid methodology to pursue productivity, business continuance, and sustainability, enabling SMEs to adapt to the fast-changing business environment with agility and efficiency. This training-of-trainers course aims to provide an understanding on the applications of lean manufacturing that support SMEs to optimize processes and resources and enhance overall efficiency.

The APO has been conducting various programs related to lean concepts and applications to assist member countries in pursuing excellence and sustainability in manufacturing, including workshops, training courses, and demonstration company projects. This course will showcase the latest, extended applications of lean manufacturing that can assist SMEs to improve productivity.

3. Modality of Implementation

- a. This training course will be conducted online by using videoconference applications.
- b. The resource speakers and participants will participate in the course virtually by using their own devices, applications, and Internet connections.
- c. The duration of each day’s session will be up to three hours.
- d. The APO Secretariat will inform the resource speakers and participants of the applicable videoconference application and link to the virtual sessions.
- e. The videoconference link will be provided exclusively to resource speakers and participants in this training course and should not be shared.

4. Scope and Methodology

The training course will consist of interactive lectures, case studies, and discussions. The tentative program is given below:

Day/Date	Activity
Tuesday, 8 December 2020	Presentations: <ul style="list-style-type: none">• The concept, philosophy, and principles of lean manufacturing• Steps and techniques for lean implementation

Wednesday, 9 December 2020	Presentations: <ul style="list-style-type: none"> • Lean, resource efficiency, and sustainability • Material flow cost accounting • Case studies
Thursday, 10 December 2020	Presentations: <ul style="list-style-type: none"> • Lean, Industry 4.0, and digital transformation • Digitization in SMEs • Applying lean in SMEs: Challenges and solutions

5. Qualifications of Candidates

Present Position	Trainers or consultants specializing in management in the manufacturing sector, representatives of industrial associations, or policymakers with experience in managing industrial plants.
Work Experience	At least three years of experience in the positions described above.
Education	University degree or equivalent qualification from a recognized university or similar tertiary institution.
Computer Literacy	Familiarity and competency in connecting to virtual meetings, including independently undertaking troubleshooting in the event of poor or lost connections.
Language	All proceedings of the project are conducted in English, and participants are frequently required to make oral and written presentations. They must therefore be proficient in spoken and written English. Those who are not proficient in English will not be accepted.

6. Requirements

- a. Have necessary devices comprising a computer, web camera, microphone, and speaker or headphones.
- b. Access to Internet connections suitable for videoconferencing. Stable, wired LAN connections are preferred.
- c. Follow the instructions of the moderators/presenters in asking questions, joining discussions, and answering questions.
- d. Participate in the entire course.

7. Financial Arrangements

- a. The APO will meet the assignment costs for international resource persons.
- b. The host country will meet the assignment costs of local resource persons and for a virtual site visit(s), either broadcast live or recorded as applicable.

8. Actions by Member Countries

- a. Each participating country will nominate three or more candidates in order of preference.
- b. Self-nominations will not be accepted.
- c. All nominations must be endorsed by an APO Director or Alternate Director and submitted by a

Liaison Officer or designated officer.

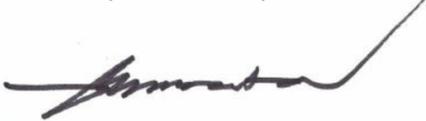
- d. Each nomination must be accompanied by the APO biodata form and uploaded to the APO Document Management System (DMS)/Fleekdrive by the NPO. The biodata form is available on the APO website.
- e. Late nominations will not be accepted. When a nomination requires the approval of higher authorities and requires a longer time, the member country concerned should send the name(s) of the nominee(s) before or by the deadline, indicating that approval will follow.
- f. If a selected participant becomes unable to participate, the NPO concerned should inform the APO Secretariat and the host country promptly.

9. Actions by the APO Secretariat

- a. Selection of candidates will be at the discretion of the Participant Selection Committee of the APO Secretariat.
- b. Selection of candidates will be completed and announced three weeks prior to the start of the project.
- c. Slots that become available due to withdrawal of a selected candidate(s) or lack of nominations by a member country may be filled by alternates to be selected on a merit basis.
- d. The APO Secretariat will inform NPOs of the final program, platform, and link of the virtual meeting, as well as the schedule for technical coordination when applicable, two weeks prior to commencement of the course.

10. Dress Code

Participants are required to wear appropriate business attire during the course.



Dr. AKP Mochtan
Secretary-General