
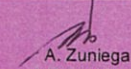
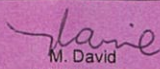
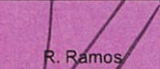
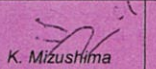
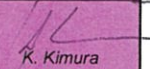


<div> Nippon Micrometal Corporation Philippines</div>				TRAINING CALENDAR 2023-2024												Prepared by: <div> A. Zuniega HR Asst Mgr.</div>	Checked by: <div> M. David HR Manager</div>	Approved by: <div> R. Ramos HRD Division Head</div> <div> K. Mizushima SGM-Admin</div> <div> K. Kimura President</div>		
Category	Training Title	Course Key Objectives	Trainer	Target Participants	2023						2024			Status	Date of Actual Trainings	Remarks				
					A P R Y	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C				J A N	F E B	M A R	
ORGANIZATIONAL DEVT	1. Mission and Role of Middle Managers	To learn and understand the requirements as Middle Managers, learn how to lead team and learn the proper problem solving mindset	External	Asst. Mgr	/	◆														
	2. Coaching and Counseling Skills	To develop leaders' competency in coaching and counseling to foster positive leadership that will empower team members to excel and contribute to the over-all goal of the organization particularly their adaptability to the changes in manufacturing processes and positive workplace communication	External	Sup/Mgr	/					◆										
	3. Train the Trainers	To equip the participants with knowledge, competence and confidence to effectively conduct training.	Internal	PL/Engineers	/	◆		◆												
	4. Workplace Ethics 101	To improve team members' work ethics focusing mainly on the improvement of attendance and better performance at work.	Internal	Operator/ Inspector	/					◆	◆	◆	◆							
TECHNICAL	5. Effective Communication Skills	To improve the communication skills of the participants as to delivery of information, control, motivation, emotional expression and interdependence.	Internal	Staff	/		◆			◆										
	6. ISO 9001:2015 Refresher Course	To provide refresher course on the requirements of ISO 9001:2015, its importance and impact in the NMCPs system	Internal	ALL	/					◆	◆	◆	◆	◆	◆					
SAFETY	7. Basic Occupational Safety	To equip workers with the basic knowledge and skills on identifying safety hazards and determining appropriate control measure in different working conditions	Internal	Technician/ Engineer	/							◆	◆							
	8. Safe Use of Chemicals at Work	To protect workers and properties from the hazards on the use of chemicals at work.	External	Safety Team	/				◆											
DOLE ADVOCACY PROGRAM	9. Healthy Weight & Obesity Management	To promote healthy lifestyle, healthy weight includes healthy eating, physical activity of optimal sleep and stress reduction	Internal	Selected TM	/	◆														
	10. Drug Free in the Workplace Awareness	To provide awareness on the adverse effects of using dangerous drugs and to know the programs of the company in maintaining a drug-free workplace.	Internal	Selected TM	/		◆													
	11. Tuberculosis Awareness	To promote awareness on the prevention and programs of the Company for Tuberculosis.	Internal	Selected TM	/				◆											
	12. Hepatitis Awareness	To promote awareness on the prevention and programs of the Company for Hepatitis.	Internal	Selected TM	/					◆										
	13. Smoke Free Awareness	To promote Smoke Free awareness.	Internal	Selected TM	/						◆									
	14. HIV/Aids Awareness	To promote awareness on the prevention and programs of the Company for HIV/AIDS.	Internal	Selected TM	/							◆								
OTHERS	15. Continuing Professional Development (CPD) Training	To comply with the government regulation in providing refresher course to selected Team Members inorder to upgrade their skills and knowledge.	External	REE, ME, SO, PCO, Nurse, CPA	/	◆		◆		◆		◆		◆	◆					

Note: All other training request maybe accommodated subject to Management's approval.
TNA evaluation period every April.