

The Competencies & Training Needs For Assembly Leader

	Competency	Required Level	Training Needs	Evaluation Method	Evaluation Period
1	Core Competency				
1.1	- Speed		Orientation - Company Culture & Core Competency	Performance Appraisal	6 Mo.
1.2	- Accuracy		Orientation - Company Culture & Core Competency	Performance Appraisal	6 Mo.
1.3	- Flexible		Orientation - Company Culture & Core Competency	Performance Appraisal	6 Mo.
2	Role Competency				
2.1	- Supervisory		In-House –Supervisory Skill	Pre & Post Test, Performance Appraisal	Before & After Training, 6 Mo.
2.2	- Decision Making		In-House –Supervisory Skill	Pre & Post Test, Performance Appraisal	Before & After Training, 6 Mo.
2.3	- Interpersonal Skill		In-House –Supervisory Skill	Pre & Post Test, Performance Appraisal	Before & After Training, 6 Mo.
2.4	- Developing & Successful Team & Motivating		In-House –Supervisory Skill	Pre & Post Test, Performance Appraisal	Before & After Training, 6 Mo.
2.5	- Delegating		In-House –Supervisory Skill	Pre & Post Test, Performance Appraisal	Before & After Training, 6 Mo.
2.6	- Discipline		In-House –Supervisory Skill	Pre & Post Test, Performance Appraisal	Before & After Training, 6 Mo.
2.7	- Global Literacy (Computer & Language)		In-House - Basic Computer for work	- Performance	6 Mo.

			(Microsoft Office) OJT - Laser Software & AI system	Appraisal -OJT Evaluation	3 Mo.(First) 1 Y.(Refresh)
2.8	- Cost Management		In-House - Cost Management	Post Test, Performance Appraisal	6 Mo.
2.9	- Coaching		In-House - Training the Trainer	Post Test, Performance Appraisal	6 Mo.
2.10	- Analytical Skill		In-House - Data Analysis -Kaizen	Post Test, Performance Appraisal	6 Mo.
3	Functional / Individual Competency				
3.1	- Problem Solving on the job included customer's complaint		In-House - Problem Solving by QC Tools In-House - Customer's complaint Management with 8D	Post Test, Performance Appraisal	6 Mo.
3.2	- Knowledge in Job or Work Process & Relevant Procedure, WI, Regulation & Law		OJT – OJT consistence with Procedure & Work Instruction & Regulation/Law	OJT Evaluation	3 Mo.(First) 1 Y.(Refresh)
3.3	- Job Planning		OJT - Job Planning	OJT Evaluation	3 Mo.(First) 1 Y.(Refresh)
3.4	- Machine & Equipment Set up & Operating & Preventive Maintenance of Moulding Machine		OJT - Machine Set up Operation & Preventive Maintenance of Moulding Machine	OJT Evaluation	3 Mo.(First) 1 Y.(Refresh)
3.5	- Defective judgement		OJT - Defective Judgement consistence with Limit Sample	OJT Evaluation	3 Mo.(First) 1 Y.(Refresh)
3.6	- Occupational Health & Safety at workplace		Public - Safety Officer for Supervisor Level OJT - Safety at Workplace	- Performance Appraisal -OJT Evaluation	6 Mo. 3 Mo.(First) 1 Y.(Refresh)
3.7	- Quality Management System Control		OJT - Quality Policy, Objectives In-House – ISO9001 system overview	- Performance Appraisal -OJT Evaluation	6 Mo. 3 Mo.(First) 1 Y.(Refresh)

3.8	- Environmental Management System Control		In-House – ISO14001 system overview OJT - Environmental Policy, Objectives, EMP, Significant Aspect, Emergency plan	- Performance Appraisal -OJT Evaluation	6 Mo. 3 Mo.(First) 1 Y.(Refresh)
3.9	- Labour Management System Control		In-House – TLS8001 system overview OJT – TLS Policy, Objectives	- Performance Appraisal -OJT Evaluation	6 Mo. 3 Mo.(First) 1 Y.(Refresh)
3.10	- 5S at work place		In-House – 5S	Performance Appraisal	6 Mo.
3.11	Reporting the production result & Attendance of employee in Spray Light key		OJT – How to make the Report	OJT Evaluation	3 Mo.(First) 1 Y.(Refresh)

Remarks;

Color Code	Competency Level Required
	Excellent Competency
	High Competency
	Medium Competency
	No Required