PRE-TRAINING REPORT

The Program on The Lean Management Training Program

for Latin America

[LALM]

**Please fill in the following items by using a personal computer or similar equipment in English. Handwriting should be avoided. AOTS will duplicate and distribute it to lecturers and other participants as a reference material for the group discussion and the presentations to be held during the program.**

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| --- | --- |
| **1. Your name** |  |
| **2. Your country** |  |
| **3. Name of your company/ organization** |  |
| **4. Outline of your organization**  **(preferably attach an organization brochure)** |  |
| **5. Your position and department**  **(preferably attach an organizational chart, indicating your position)** |  |
| **6. Your duties in detail** |  |
| **7. Present situation of production management in your organization** |  |
| **8. Most critical managerial problems related to production management you are now facing, indicating their causes from your viewpoint** |  |
| **9. Possible measures to solve such problems together with limitation factors** |  |
| **10.Your expectations of the program in relation to the described problems** |  |