PRE-TRAINING REPORT

**- The Production Management Training Program for Vietnam -**

**[VNPM]**

Please fill in the following items by using a personal computer or similar equipment in English or in Vietnamese. 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. Name of your company/organization |  |
| 3. Outline of your company/organization (Please give a brief description or outline of your company/organization.) |  |
| 4. Business outline, product lines/service, and size of business of your company |  |
| 5. Your position and name of your department(preferably by attaching 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 |  |