

Skills Training Matrix

Skills Training Matrix		☐ Can do generally ☐ Certified ☐ Can do well ☐ Can do training		Factory Name:		Foreman:											
				By:		Date Updated:											
#	Operator Names	Processes														Current Date	Target Date

Example of Skills Training Matrix (スキル管理板の例)

Skills Training Matrix			 Can do generally  Certified		Factory Name:		Foreman:						
			 Can do well  Can do training		By:		Date:						
#	Operator	Processes										Current Date	Target Date
		Cut	Bend	Grind	Weld	Test	Repair	Assem	M.Test	E.Test	Shipping		
1	Mary Li 												
					April/E	April/E	April/E	Aug./E	June/E	May/E	July/E		
2	Jerry Quan 												
		Aug./E	Sept./E	May/E	May/E	June/E	July/E	April/E	April/E	April/E	April/E		
3	Sharron Ho 												
		April/E	April/E	April/E	April/E	April/E	April/E						
	...												

The Skills Training Matrix shows the required and attained skills of every operator. The training schedule also should be shown.

スキル管理板は、それぞれの作業者について、必要なスキルと習得済みのスキルを表示するものです。訓練計画も明確にしなければなりません(多能工訓練予定表とも呼びます)。