



COURSES CATALOGUE 2020

“TRAINING IS HELPING TO GROW”



GENERAL OBJECTIVE:

At the end of the course the participants will know and will apply the Geometric Tolerancing indicated on the technical drawings of their daily job.

ADRESSED TO:

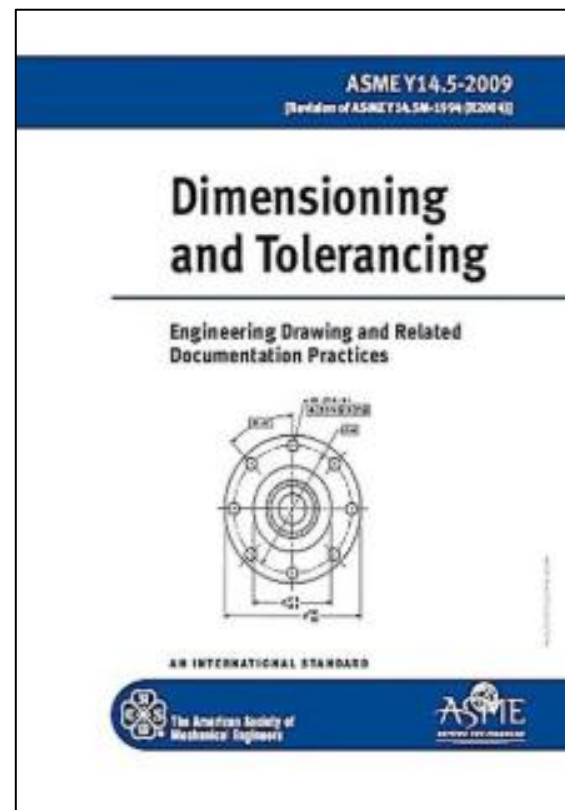
Those employees that has to interpret technical drawings in order to perform measurements or to propose measurement studies.

PROFESSIONAL SKILLS TO DEVELOP:

- Continuous Improvement
- Problem Solving
- Results oriented

PROPOSED AGENDA:

1. Introduction
2. General dimensioning and tolerancing.
3. Simbology
4. Datum.
5. Tolerances of Form.
6. Tolerances of Orientation.
7. Tolerances of Location.
8. Tolerances of Profile.
9. Tolerances of Runout.



BLOOM LEVEL:
3-APPLY.

ESTIMATED TIME:
25 HRS



GENERAL OBJECTIVE:

At the end of the course the participants will know which tools apply at every stage of the DMAIC methodology in order to solve problems into their organizations.

ADRESSED TO:

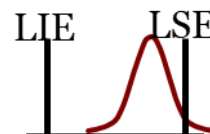
Employees, Entrepreneurs and Businessmen interested to learn a structured and internationally accepted methodology to Solve Problems into their organizations.

PROFESSIONAL SKILLS TO DEVELOP:

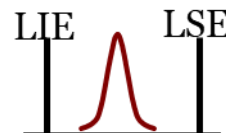
- Continuous Improvement
- Problem Solving
- Results oriented

PROPOSED AGENDA:

1. The importance of Solving Problems
2. Problem Definition
3. Problem Measurement
4. Root-Cause Analysis
5. Proposal of Improvement
6. Monitor and Control.
7. Lesson Learned.



DMAIC	8D	PDCA
<u>D</u> EFINE	1D. Join the team	PLAN
	2D. Describe the problem	
<u>M</u> EASURE	3D. Containment actions	
<u>A</u> NALYSIS	4D. Root-Cause Analysis	
	5D. Select Corrective Actions	
<u>I</u> MPROVE	6D. Implement Corrective Actions	DO
<u>C</u> ONTROL	7D. Recurrence Avoidance	CHECK
	8D. Congratulate the team	ACT



BLOOM LEVEL:
3-APPLY.

ESTIMATED TIME:
45 HRS



GENERAL OBJECTIVE:

At the end of the course the participants will know which quality tool of the Manufacturing Industry apply in their daily job.

ADRESSED TO:

Employees with the function to implement projects, report and describe issues as well as the corrective actions related.

PROFESSIONAL SKILLS TO DEVELOP:

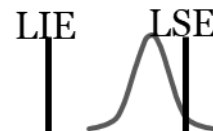
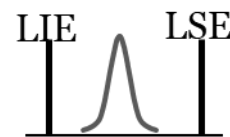
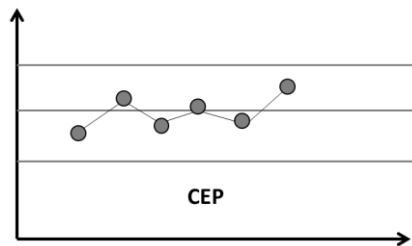
- Continuous Improvement
- Problem Solving
- Results oriented

PROPOSED AGENDA*:

1. Design FMEA (DFMEA).
2. Process FMEA (PFMEA)
3. Control Plan
4. Statistical Process Control (CEP or SPC).
5. Measurement System Analysis (MSA).

* Every subject could be given separated.

AMEF				
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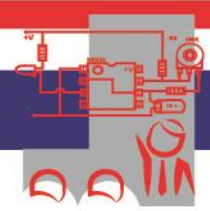


PLAN DE CONTROL				
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BLOOM LEVEL:
3-APPLY.

ESTIMATED TIME:
45 HRS

Electrónica para NO Electrónicos



BASIC ELECTRONICS FOR NO ELECTRONICS

GENERAL OBJECTIVE:

At the end of the course the participants will know and understand the importance of communicating correctly the issues related to PCBA's as well as will apply the right vocabulary for that purpose.

ADRESSED TO:

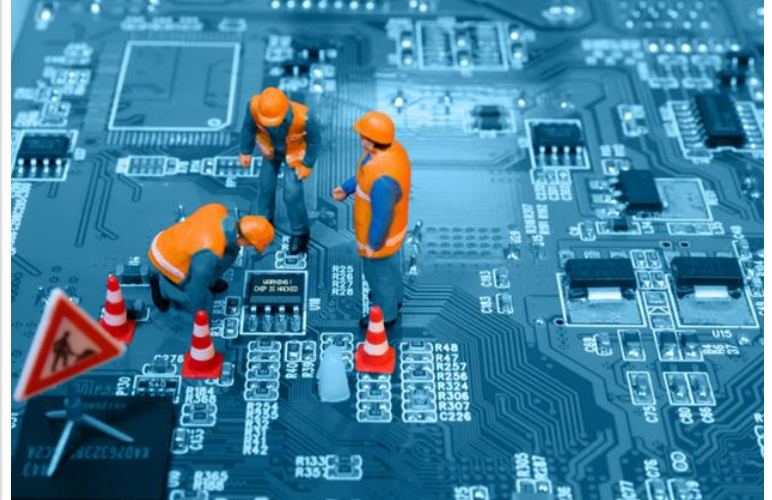
People without any electronics background and who have to report or describe issues related to PCBA's.

PROPOSED AGENDA:

1. Materials in the Industry
2. Voltage (V)
3. Electric Current (i)
4. Types of Electronic Components.
5. PCB versus PCBA
6. The Schematic Diagram.
7. Circuit Analysis I.
8. Measurement Equipments.
9. PCBA Manufacturing Processes
10. Principles of Acceptability of Electronic Assemblies.
11. PCBA's Handling.

PROFESSIONAL SKILLS TO DEVELOP:

- Problem Solving
- Results Oriented
- Strategic Communication



IPC-A-610E-2010
Acceptability of
Electronic Assemblies

ESTIMATED TIME:
45 HRS

BLOOM LEVEL:
3-APPLY.



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BASIC STATISTICS

GENERAL OBJECTIVE:

At the end of the course the participants will know and understand which statistical tools apply in order to describe the current performance of the processes into their daily job.

ADRESSED TO:

Employees which are responsible to describe processes based of data and to propose corrective actions related.

PROPOSED AGENDA:

1. Process Fundamentals
2. Statistical Inference
3. Data and its collection.
4. Normal Distribution.
5. The Histogram.
6. Sample and Universe.
7. Parameters and Statistics.
8. Estimations.
9. Hypothesis and its tests.

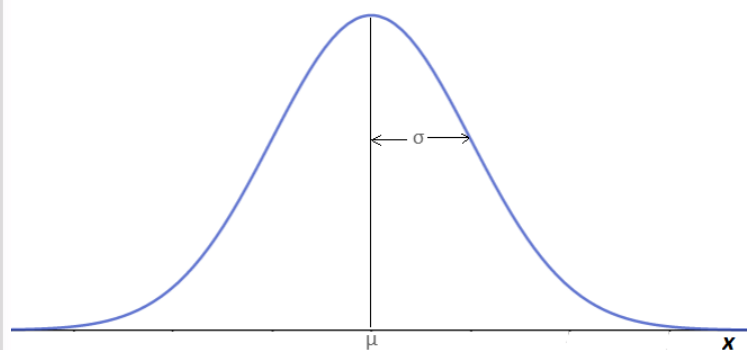
PROFESSIONAL SKILLS TO DEVELOP:

- Problem Solving
- Results Oriented
- Strategic Communication

10. Descriptive Statistics.

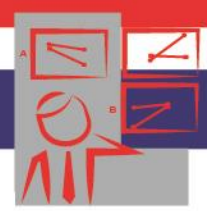
11. Cp, Cpk y Ppk.

12. Examples.



BLOOM LEVEL:
3-APPLY.

ESTIMATED TIME:
30 HRS



INTERMEDIATE STATISTICS

GENERAL OBJECTIVE:

At the end of the course the participants will know and understand how to apply a Design Of Experiments (DOE). Also they will be able to analyze and evaluate its results indicating which factor or factors contribute more to variation.

ADRESSED TO:

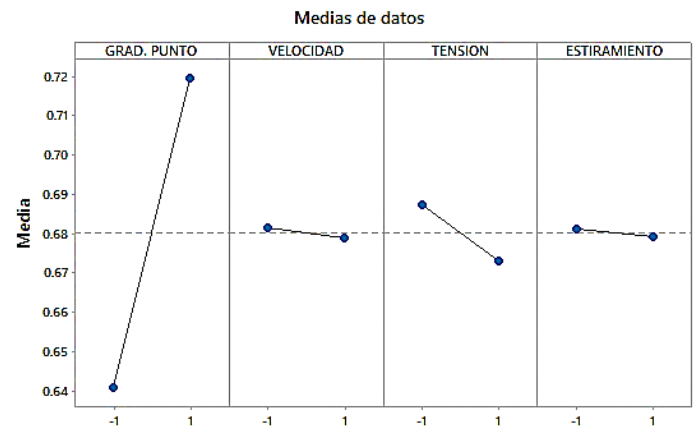
Employees that have to solve problems using data and due to its complexity must perform experiments.

PROPOSED AGENDA:

1. Introduction to DOE.
2. Experiments with one factor.
3. Factorial Design.
4. Design 2^k
5. Planning an experiment.
6. The “t” test.

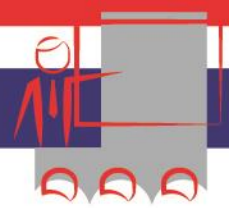
PROFESSIONAL SKILLS TO DEVELOP:

- Problem Solving
- Results Oriented
- Strategic Communication



BLOOM LEVEL:
3-APPLY.

ESTIMATED TIME:
30 HRS



TRAINING THE TRAINERS

GENERAL OBJECTIVE:

At the end of the course the participants will get the skills to manage groups, will know and understand how to apply instruction techniques for adults. Also will learn how to detect a training need and how to evaluate either people or instructions content.

ADRESSED TO:

Employees that already have the role of internal trainer or to those who wish to be one in order to support their organization to keep the know-how.

PROPOSED AGENDA:

1. About the Learning.
2. About the Instructor
3. Instruction Techniques.
4. Instruction Methods.
5. Resources.
6. The effective presentation.
7. Planning the instruction.
8. General Objective and Particular Objectives
9. The Closing.
10. Examples.

PROFESSIONAL SKILLS TO DEVELOP:

- Results Oriented
- Talent and knowledge retention.



BLOOM LEVEL:
3-APPLY.

ESTIMATED TIME:
30 HRS



BUSINESS SYSTEMATIZATION

GENERAL OBJECTIVE:

At the end of the course the participants will know and understand the relation between the Process Theory and the Business, they will know which tools apply to monitor and control their own company in order to be independent of it.

ADRESSED TO:

People who wish to structure their business in such way to be independent of it or, in the case, in such way to start it.

PROPOSED AGENDA:

1. Business definition.
2. Process and its theory
3. Business Modelling
4. Flow Diagram.
5. Cost Structure.
6. Procedures and Work Instructions.
7. The Manual.
8. The 3 fundamental activities.
9. Standard Work.

PROFESSIONAL SKILLS TO DEVELOP:

- Business Creation
- Operative Independence
- Continuous Improvement

10. Takt-Time.

11. Scrap.

12. Delegate.

13. KPI



BLOOM LEVEL:
3-APPLY.

ESTIMATED TIME:
50 HRS