Employee Training FY2013

【Training Plan】

As of 2014.3.28

Operation Date	Training item	Contents	Eligible	Number of participants	Instructor/Company	Language	Training hour	Remarks
4/4	Business Manner Training for New Grads	Awareness as the member of society and learned basic business manner	New Grads Employees	3	Kiyomi Tamaki (Okinawa)	Japanese	6h	
6/4	【Open Seminar】 Cultural competency, working in a diverse workplace		All Employee	37	Visitor/Ian Mathieson	English	1h	
6/27	【English Workshop】 How to write a scientific paper		Faculty, Researcher, Student	60	Steven Aird （Language Section）	English	1.5h	
7/4〜5	Feedback Seminar	Reconfirm Feedback method of the evaluation.	Evaluator	20	Bruce McLin (Talent Development & Support Section)	Japanese English	1h	
8/2	【English Workshop】 Common English Errors for Japanese learner	Look at the typical errors made by Japanese learners, explain why they happen and how to correct them.	English learner	40	Kevin Hunt （Language Section）	English	1h	
8/13	Business Manner for middle age employees	Reconfirm and learn again business manner from the basics.	All Employee	13	PIECE. Communications (Okinawa)	Japanese	3h	
7/24〜25 9/11〜12	Microsoft Access（Basic Course）	Understand the concept of the database and five basic functions.	The person who wants to learn Access from the basics	30		Japanese	5h×2days	
8/27〜28	Microsoft Excel（Intermediate to Advanced course）	Learn a new technique and applied technique capable of enhancing the efficiency data.	The person who wants to plan efficiency of the Excel	25		Japanese	5h×2days	
10/2 & 4	Microsoft Access（Advanced course）	To construct a database so as to control data incentively.	The person who wants to learn a database design	8	Apros Computer (Okinawa)	Japanese	5h×2days	
11/14	Microsoft PowerPoint	Making and editing of an effective presentation document	The person who wants to be improved made with a document	14		Japanese	5h×2days	
12/11〜12	Microsoft Word（Intermediate to Advanced course）	Learn the skill that can conjugate by business	The person who wants to manage a Word more	18		Japanese	5h×2days	
11/22	【English Workshop】 How to write a scientific paper		Faculty, Researcher, Student	46	Steven Aird （Language Section）	English	1.5h	
10/29	Business Manner follow up Training	Look back on a basic skill and clear what comes to be made or what is not made.	The person who attended of New Grads Training in April.	5	Kiyomi Tamaki (Okinawa)	Japanese	4h	
11/28	Japanese Business Culture Knowledge	Learn the elements of Japanese communication and core concepts to understanding Japanese business culture	Non-Japanese applicant	9	Kaigai Jinzai Net （Aichi）	English	5h	
12/6	【English Workshop】 Common English Errors for Japanese learner Part Ⅱ	Look at the typical errors made by Japanese learners, explain why they happen and how to correct them.	English learner	14	Kevin Hunt （Language Section）	English	1h	
12/17	Illustrator（Basic course）		The person who wants to learn Illustrator from the basics	17		Japanese	6h	
12/18	Photoshop（Basic course）		The person who wants to learn Photoshop from the basics	14		Japanese	6h	
1/28	Illustrator（Applied course）		The person who has basic knowledge of Illustrator or who took basic class.	10	Training Mixstyle (Osaka)	Japanese	6h	
1/29	Photoshop（Applied course）		The person who has basic knowledge of Photoshop or who took basic course.	13		Japanese	6h	
1/30	Illustrator&Photoshop（Practical course）		The person who took basic course, and wants to make practical flier.	7		Japanese	6h	
2/13	Stress Management Training	Look at what stress is, how to recognize and cope it divided into the staff and manager.	80 applicant	83	TELL (Tokyo)	Japanese English	2h	
2/17	Driving information for Non-Japanese driver	Learn more about Japanese traffic regulations, driving available OIST auto-related services.	Non-Japanese applicant	10	Okinawa Traffic Safety Association (Okinawa)	Japanese (with interpreter)	1h	
2/18	Japanese Tax Filing Seminar FY2014	Learn the method of tax filing and confirm this year's points.	Applicant	23	Nakachi Certified Public Tax Accountants' Office (Tokyo) Okinawa Congre（Interpriter）	Japanese English	1.5h	
3/21	Intercultural Communication Seminar	Understand own ways of thinking, behavior patterns, and communication styles.	14 applicant	14	Link Global Solution Inc. (Tokyo)	English (Japanese)	5.5h	Pilot Training
July to March (twice a month)	CPR/AED Training	Learning about CPR, how to use AED, and first-aid emergency procedures.	One to three employee depending on the size of unit or section.	74	Nomachi/Someya （Health Center）	Japanese English	7h	
				607				

Training sessions/seminars conducted in FY2013

【Research Safety】

Seminar/Meeting/Course	# of Training	# of participants
General Orientation	Online Program	212
Special Orientation	Online Program	144
Principles and Basic knowledge for the Safe Conduct of Experiments	Online Program	128
Chemical Materials	Online Program	64
Waste	Online Program	127
Biosafety	Online Program	83
Security Export Control	Online Program	100
Laser safety	Online Program	14
Human Subject Research	Online Program	10
Update session on overall research safety	Online Program	139

Seminar/Meeting/Course	Participants	# of participants
Safety seminar	Venders	70
Training for human subject research review	Human subjects research review committee members	11
Statutory training for radiation safety	Radiation workers	34
Laser safety seminar	Concerned employees	59
Seminar on the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization to the Convention on Biological Diversity	Concerned employees	30

【DNA Sequencing 】

Seminar/Meeting/Course	Participants (e.g. admin staff, researchers, vendors etc.)	# of participants
Brief training session for a new DNA shearing instrument	Researchers	10

【Scientific Computing 】

Seminar/Meeting/Course	Participants (e.g. admin staff, researchers, vendors etc.)	# of participants
MATLAB Seminar (By MathWorks)	researchers, admin staff, students	11
LabVIEW Seminar (By National Instruments)	researchers, admin staff, students	11
Introduction to Linux (By Ivan Raikov, De Schutter Unit)	researchers, admin staff, students	13
Intel Xeon Phi Coprocessor Introduction (By Intel)	researchers, admin staff, students	14
Nvidia/CUDA Seminar (By Mathieu Taillefumier, Shannon Unit)	researchers, admin staff, students	7

【Animal Resources】

Seminar/Meeting/Course (# of sessions)	Participants (e.g. admin staff, researchers, vendors etc.)	# of participants
Orientation for conducting animal experiment (11)	Researchers and students	31
Orientation for entrance animal facilities (4)	Admin staff	18
Training for animal handling, dosing, blood sampling and perfusion (9)	Researchers and students	8
MRI Operation Training (3)	Researchers	15

【Biology Resources】

Seminar/Meeting/Course	Participants (e.g. admin staff, researchers, vendors etc.)	# of participants
Training: NMR (BRS)	Researchers	7
Training: Cryomicrotome (Leica)	Researchers	3
Training: Upgraded microarray scanner (Agilent)	Researchers	1
Technical Seminar: "omics" -based Analysis (Waters)	Researchers	7
Training: UV laser irradiation system introduction (Olympus)	Researchers	4
Training: X-ray 3D microscope (Zeiss)	Researchers	12
Training: Super resolution microscope (Nikon)	Researchers	6
Training: Confocal microscope (Zeiss)	Researchers	4
Technical seminars and demonstrations (15 meetings)	Researchers	Approx. 240

【Sponsored Research】

Seminar/Meeting/Course	Participants (e.g. admin staff, researchers, vendors etc.)	# of participants
Explanatory Session on Research Grants from JST	Researchers	21
FY 2013 Briefing Session for JST Strategic Basic Research Programs (CREST, PRESTO)	Researchers	39
KAKENHI Rules and procedures for grant use	Researchers, Admin. staff	57
KAKENHI Introductory Seminar	Researchers	34
KAKENHI Seminar for Applicants	Researchers	43
ERATO Sato Live Bio-Forecasting Project (JST/ATR)	Researchers	10

【Physics Resources】

Seminar/Meeting/Course (Number of sessions)	Participants (e.g. admin staff, researchers, vendors etc.)	# of participants
E-beam lithography system user training (4)	Researchers	4
Atomic Layer Deposition system user training (2)	Researchers	2
Vacuum drying Oven user training (2)	Researchers	2
Wire Bonder user training (3)	Researchers	3
E-beam Evaporator user training (9)	Researchers	9
Maskless UV lithography system user training (5)	Researchers	5
Dicer user training (4)	Researchers	14
Plasma cleaner user training (2)	Researchers	2
4-point-probe system user training (2)	Researchers	2
Surface Profiler user training (3)	Researchers	3
3D printer user training (7)	Researchers	11
Raman spectrometer user training (2)	Researchers	2
Sputter deposition system user training (4)	Researchers	4
Inductively coupled plasma etch user training (2)	Researchers	9
Probe station user training (1)	Researchers	11
Scanning electron microscope user training (9)	Researchers	48
EDAX user training (1)	Researchers	14
X-ray diffractometer user training (2)	Researchers	12
X-ray photoelectron spectroscopy user training (5)	Researchers	16

E-shop soldering station user training (2)	Researchers	2
Spot welder user training (1)	Researchers	1
Accelerometer user training (1)	Researchers	1
Machine shop user training (8)	Researchers	30
Technical seminars and demonstrations (2 meetings)	Researchers	32