

Stevens Ng

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副本: Furuta, Risa  
主旨: Hitachi Group Middle Management Course - Pre-Assignment Materials  
附件: HIMAX-PART1-5C\_V5.2.1\_E01\_LC130417.pdf; HIMAX-PART2\_V5\_2\_1E-E01\_130417.pdf; 0-1\_Pre-assignment\_HIMAX\_Jan2014.pdf; Location MAP (Tampines).pdf

Dear all,

Thank you for participating in the Hitachi Group Middle Management Course.  
As I mentioned before, I send you the on-line pre-course questionnaire and pre-reading materials as below.

**(A) Pre-Assignment Materials (CSM)**

Please use the below link to access the on-line pre-course questionnaire and pre-reading materials.  
The on-line questionnaire will be closed on **February 21, 2014 at 6pm**. Appreciate it if you could complete it before the deadline.

<http://www.csm-asia.com/hitachiasia/strategicplanning/index.html>

**Note:**

- Please complete the online questionnaire and read through the pre-reading materials
- Due to the copyright issue, please do not distribute the materials.

For your information, I resend other details again.  
If you didn't see yet, please confirm following information.

**Training Location and Time**

**Training Location** (Attached the Location Map)

**Hitachi Asia Ltd**  
7 Tampines Grande  
Hitachi Square Level 1  
Singapore 528736  
Tel: (65) 6535 2100

### **Training Room**

ALIVE Room (3<sup>rd</sup> Floor)

### **Date & Time:**

February 24 & 25, 2014 (Mon & Tues): 0830hrs – 1730hrs

February 26, 2014 (Wed): 0830hrs ~ 2000hrs

February 27 & 28, 2014 (Thu & Fri): 0900hrs ~ 1830hrs

### **Meals**

Lunch will be provided from February 24 to 28, 2014 (Monday to Friday)

Dinner will be provided on February 26, 2014 (Wednesday)

### **Accommodation**

For overseas participants, we have reserved the following hotel for your stay (breakfast inclusive). Hotel bills and additional expenses such as local/overseas telephone calls, laundry, room services, etc. will be borne by individual account.

*We have also arranged a complimentary 1-way group transfer from the hotel to Hitachi Square from February 24 to 28, 2014.*

### **Rendezvous Grand Hotel Singapore**

9 Bras Basah Road

Singapore 189559

Tel: (65) 6336 0220

Website: <http://www.rendezvoushotels.com/singapore/default-en.html>

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### **(B) HIMAX Management Exercise (HiMD)**

Attached the pre-assignment note and 2 set of HIMAX Training Materials.

- 1) Pre-Assignment for the Management Simulation 'HIMAX'
- 2) Part 1 : Basic Manual
- 3) Part 2 : Prep Exercise

**Note:**

- Please print and read through the pre-reading materials.
- You are required to bring along a **calculator** during the course.

Should you have any queries, please do not hesitate contact Ms Risa Furuta at (65) 6231 2264, email : [rfuruta@has.hitachi.com.sg](mailto:rfuruta@has.hitachi.com.sg) or Ms Chihiro Fukuda at (65) 6212 1783, email : [cfukuda@has.hitachi.com.sg](mailto:cfukuda@has.hitachi.com.sg)

We look forward to see you.

Best regards

Human Resources Department  
Hitachi Asia Ltd