

TOYOTA GHANA TRAINING PROGRAMMES FOR 2020

:: FOR FLEET USERS' DRIVERS (AT TOYOTA GHANA TRAINING SCHOOL)

This training will be held in Toyota Ghana training facility in Accra. Please refer to the [Terms and Conditions](#) for training held in TGCL before sending your application.

BATCH	DURATION	TIME	DATE
2020 – 1(D)	1 day	8:00am - 5:00pm	27-MAR-20
2020 – 2(D)	1 day	8:00am - 5:00pm	19-Jun-20
2020 – 3(D)	1 day	8:00am - 5:00pm	14-Aug-20
2020 – 4(D)	1 day	8:00am – 5:00pm	23-Oct-20

:: FOR FLEET USERS' DRIVERS (ON-SITE TRAINING)

This training is held on the site of customers who apply for onsite training. Please refer to the [terms and conditions](#) for on-site training.

BATCH	DURATION	TIME	DATE
2020 – 1(ON)	5 days	8:00am - 5:00pm	1-9-APR-20
2020 – 2(ON)	5 days	8:00am - 5:00pm	15-19-JUN-20
2020 – 3(ON)	5 days	8:00am - 5:00pm	7-11-SEP-20
2020 – 4(ON)	5 days	8:00am – 5:00pm	2-6-NOV-20

Course Content for Driver Training

No	Topic	Brief Description
1	New Car Features	Explains new technologies employed on Toyota vehicles so that drivers can use them effectively
2	Normal vehicle checks	Explain how to do Pre-Start Inspection, how to resolve simple faults i.e. tire inspection & replacement, battery replacement, jump starting etc.
3	Importance of periodic Maintenance	Explains the need for maintenance from the vehicle construction point of view. This will help drivers to appreciate the role of maintenance
4	Eco Driving	Explains how to drive your Toyota to save fuel, reduce maintenance cost and protect the environment
5	Four Wheel Driving (4WD)	Explains the various type of 4WD systems, how, where and when to use them
6	Field Inspection/Practical	Go and see for yourself and practice
7.	Dos and Don'ts of driving /Vehicle Abuse	Unusual/Rare driving practices (Don't of Driving)

:: FOR FLEET USERS' MECHANICS

This training is only held in Toyota Ghana training facility in Accra. Please refer to the terms and conditions for training held in TGCL before sending your application.

BATCH	DURATION	TIME (EACH DAY)	DATE
2020 – 1 (TT)	2 weeks	8:00am - 5:00pm	4-15-MAY-20
2020 – 2 (TT)	2 weeks	8:00am - 5:00pm	6-17-JULY-20
2020 – 3 (TT)	2 weeks	8:00am - 5:00pm	7-18-SEP-20
2020 – 4 (TT)	2 weeks	8:00am - 5:00pm	09-20-NOV-20

Course Content for Mechanics training

No	Topic	Brief Description
1	Work Safety & 5S	How to keep the workshop safe, clean and efficient. Avoid dangerous operation
2	Tools & Measurement	How to use the various tools for safe & quality job
3	Basic Knowledge of Periodic Maintenance	Explains the effects on the performance of the vehicle as a result of faulty parts.
4	Frequent Service Jobs: Engine, Drive train and Chassis, Brake System, Electrical System	Explains how to carry out frequent repair works on the Engine, Drive train and Chassis,
5	Basics of Overhaul	Explains the step by step principles for overhauling.
6	Component Overhaul	Engine, transaxle, alternator, starter etc.
7	Common Skills	Explains the common skills required for most repair works on the vehicle to ensure Safety, Speedy and reliable work
8	Basic Diagnosis for Toyota Mechanical, Electrical and Electronics	

TERMS AND CONDITIONS FOR PARTICIPATION

(1) FOR TECHNICAL TRAINING HELD IN TGCL

Toyota Ghana's Responsibilities

1. Provide technical training free of charge.
2. Provide lunch
3. Ensure safety of trainees by providing necessary safety information
4. Provide training venue and materials
5. Provide certificates of participation to trainees
6. Inform customer immediately in the event of accident, injury, illness among others of trainee(s) during training

Customers' Responsibilities

1. Provide transportation for trainees
2. Provide meal for trainee(s) except lunch
3. Provide accommodation for trainee(s)
4. Complete and send training application form 2weeks before training day
5. Provide Trainee(s) workshop overalls and safety boots

Additional Information:

1. Trainee(s) will be under the supervision of the Technical Training Manager & the Service Manager.
2. Trainee(s) will follow all instructions and procedures laid down in our workshop.
3. Toyota Ghana will not be liable for any accident involving Trainee(s) in the workshop during the period of training.
4. Trainee(s) will not receive any allowance from Toyota Ghana during the period of training.

5. Maximum of 2 trainee(s) per institution per training batch may be allowed.

(2) TECHNICAL TRAINING HELD ON CUSTOMER'S SITE (ON-SITE)

Toyota Ghana's Responsibilities

1. Provide technical training free of charge.
2. Ensure instructors are punctual and ready to conduct training on-site
3. Provide certificates of participation to trainees

Customers' Responsibilities

1. Provide transportation for instructor(s)
2. Provide meal for instructor(s)
3. Provide accommodation for the instructor(s)
4. Ensure safety of instructor(s) by providing necessary safety information and PPEs required on site
5. Provide training venue and necessary materials (e.g. Vehicle) required for the type of technical training
6. Ensure trainees are punctual and ready for training
7. Complete and send training application form 2weeks before training day
8. Inform TGCL immediately in the event of accident, injury, illness, misconduct of TGCL instructor during training

For further details, please contact our **FLEET CUSTOMER DEPARTMENT** on the following:

E-mail address: info@toyotaghana.com

Tel: (233-0302) 221316 / 223122 or Fax :(233-0302) 221351.