

## Workshop: Improving Job Methods in accordance with TWI

*One of the most effective techniques of improving any production process*

### Target group

Lower management (e.g. masters, foremen, leaders) and people responsible for improving job methods.

### Get the practical insight into solving problems and responding to challenges including:

- Long time needed for completing tasks.
- Low work station ergonomics and poor quality of products.
- Lack of a work station improvement system (regardless the kind of the production process).
- Lack of work standards.
- Scarce involvement of the employees in creating improvement recommendations (Kaizen projects).
- Lack of a method of effective analysis of a work station in order to enhance efficiency, quality and work ergonomics.

### Overview

Job methods improvement is a technique that supports designing a better way of carrying out tasks and operations. The use of the technique helps increase the number of good quality products manufactured in the plant, and reduce the time necessary to carry out tasks. It also enables the introduction of a standard accepted by both supervisors and their employees. It is one of very few such universal tools – it can be used to analyze and improve any type of production tasks regardless of them being repetitive, or performed periodically.

### Benefits for the company

- **Increased** number of good quality products manufactured in a shorter time.
- **Better** use of workforce and machines.
- **Better** use of materials.
- **Reduced** time of performing specific tasks.
- **Drawing up** standard sheets supporting the work improvement process.

### Benefits for the participant

- **Ability** to analyze production and logistics processes, and processes supporting production.
- **Ability** to systematically follow the four-step method with a view to improving any production, or logistics process, or any process supporting production.
- **Ability** to notice opportunities for implementing improvements in the aforementioned processes.

## AGENDA

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|---------------------|---|---|
| <b>Module 1</b>     | 9:00 – 10:30<br>(10:30 – 10:45 coffee break)  | <ul style="list-style-type: none"> <li>▪ Introduction</li> <li>▪ The importance of improvement, the essence of Kaizen</li> <li>▪ Presentation of a simulated example</li> <li>▪ Step 1 of the method – breakdown of the simulated job being analyzed</li> </ul>   |
| <b>Module 2</b>     | 10:45 – 12:15                                 | <ul style="list-style-type: none"> <li>▪ Step 2 of the method – searching ideas and improvements for the job being analyzed (group work)</li> <li>▪ Examples from different companies illustrating improvements that facilitate work and increase its effectiveness</li> <li>▪ Step 3 of the method – developing a new improved method for the simulated job</li> </ul> |
| 12:15 – 13:00 Lunch |   |   |
| <b>Module 3</b>     | 13:00 – 14:30<br>(14:30 – 14:45 coffee break) | <ul style="list-style-type: none"> <li>▪ Visit at the production hall in order to observe real production processes (step 1 – job breakdown)</li> <li>▪ Group work aimed at developing improvements for the real production processes being analyzed (step 2)</li> </ul>  |
| <b>Module 4</b>     | 14:45 – 16:30                                 | <ul style="list-style-type: none"> <li>▪ Group work aimed at developing improvements for the real production processes being analyzed (step 2) - continuation</li> <li>▪ Group presentations of improvements</li> <li>▪ Summary</li> </ul>  |