

Outline for Session III

Before you begin be sure to have the following materials

- Extra JM cards
- Extra blank break-down sheets
- Extra proposal sheets
- Proposal reports
- Attendance record

Be at the meeting room 15 minutes before session is due to open

- Arrange chairs
- Clear up the white board
- Make sure you have markers, etc.

Remember the emphasis in Session III is on Step 2: Question every detail

1. Opening the session

Opening remarks

- Hand out name cards
- Express your gratitude for the interest show by the group in the last session
- Compliment those who presented constructive improvements during Session II.

2. Review Sessions 1 and 2

Review the purpose, the 4 steps, and the proposal steps

- Stress the importance of using the Job Methods plan to make the best use of all the manpower, materials, and machines now available
- Have the group tell you the 4 steps. Have them put the cards in the pockets during the review
- Review the use of each step as you write it on the board

Step I. Break down the job. List all details	
Step II <u>Question</u>	Step III <u>Develop</u>
Why? } What? } Where? }	Eliminate!
When? } Who? }	Combine! Rearrange!
How }	Simplify!
Step IV. Apply the new method. Sell-Approvals-Use-Credit	

Review use and importance of the proposal sheet

3. Practice demonstrations – four jobs

- Stress the value of the demonstrations

“Learning by doing gives us confidence.”

“We see the practical application of these principles to our jobs.”

“Every one of us has the same opportunity to show his ability in making improvements.”

Ask each volunteer to follow this procedure that you’ll explain and outline on the board

- Describe the job and explain any samples and sketches
- Demonstrate the present method
- Show the present method and read the details.
- Explain what information and leads you obtained from the answers to questions in Step 2
- Explain how this information helped you to eliminate, combine, rearrange and simplify details while developing the new method in Step 3
- Demonstrate the proposed method
- Explain how you will use Step 4 to apply the new method
- Sum up the improvements on your job

Ask the group members to follow the demonstration with the Job Methods cards before them.

“Check to be sure each part of every step has been considered.”

“Make notes for constructive comments and questions to use after the demonstration is finished.”

“There will be no discussion during the demonstration – only questions on points not clear.”

Call on the first volunteer:

Ask the volunteer: “Is this a new idea? Have you made a present and proposed break-down?”

Note: If either answer is “No” then call on the next volunteer.

Have the volunteer follow the demonstration procedure outlined above.

- How to comment on each demonstration
 - Compliment the volunteer on the good points that show proper application of the Job Methods plan
 - Ask members if there are questions about the demonstration they want to ask or further improvements they want to suggest
 - Discuss the application of each part of the 4 steps and exactly how they want to ask or further improvements they want to suggest.
 - Discuss the application of each part of the 4 steps and exactly how they helped the supervisor make his improvements
 - Stress: “Was it worked out with the operators? How was credit given?”
 - Be sure you don’t take the attitude of an “expert”. You should only lead the discussion.
 - On questions involving company policy, the supervisor should be referred to his own management.
 - Sum up the results of the improvements in terms of increased production and machine use, savings, in materials, better quality, safety, and housekeeping, etc. (use white board)
 - Record each improvement

Stress the use of Step 2 on each demonstration.

- Stress the importance of a questioning attitude throughout this session
- Get the group to ask Why? What? Where? When? Who? and How?
- Ask the questions after each demonstration.

- Review the relation of Step 2 to Step 3
- Stress the importance of asking each bracket of questions for each detail.
- Emphasize the need for holding back “flash ideas” and noting them on the break-down sheets

“The best improvements are developed only after careful and complete questioning.”

- Explain why it is essential to complete Step 2 before starting Step 3.
- Stress the importance of questioning all factors in Item 2 of Step 2 and how these may affect the details of the job.

Demonstrations

- Conduct the next set of demonstrations as planned
- Follow the same instructions for the previous demonstrations
- Be sure to sum up the improvements on each job (use white board)
- Record each improvement on your own set of notes

When complete state, “The four members today who put on demonstrations will write up their proposals and read them at Session IV.”

4. Proposals on Session II demonstrations

Ask the members who presented during Session II to read their written proposals.

- Ask the group for comments and suggestions
- Recommend that the proposals, break-down sheets, sketches, samples be submitted at once for action and approval.
- Record the results of the improvements on the proposal report

Note: 1 hour and 55 minutes to here

5. Assign demonstrations for Session IV

Ask for four volunteers for Session IV demonstrations. Remind them of the following points:

“Any short job. Nothing secret, too long or too hard.”

“Must be a new improvement and not a report of something old.”

“Follow the 4 step plan.”

“Make a break-down of the proposed method.”

- Check with the volunteers to make sure they are clear
- Invite anyone with questions to stay after the session

6. Closing the Session

- Point out the high points of each demonstration and compliment the group on their progress.
- Remind the group that similar improvements will help the company improve.
- Emphasize the urgent need for every improvement
- Stress the value of taking time to develop new methods that save time, machines, and materials.
- Close promptly on time and remind everyone of the time, location, and relevant information for the next session.
- Collect name cards, clear the white board, and clean the room.