

Outline for Session IV

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. Also make an appointment to meet with the plant management sponsor to see him on the day Session V will be held. The objective is to review with him the methods improvements presented at Sessions II, III, and IV which you should have listed on your proposal report.

Between the close of Session IV and the time of your appointment prepare the proposal report to discuss with the plant management sponsor.

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

Remember the emphasis in Session IV is on Step 3: Develop the new method with others

Work for this out line – don't trust to memory

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 III.
- Stress the need for developing improvements as a regular part of the job and for getting them put into effect.
- Ask if any of the improvements proposed during Sessions II and III have been put into effect.

2. Review Previous Sessions

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

- Ask a member to state the purpose without looking at their card
- Have the group tell you the 4 steps. Have them put the cards in the pockets during the review
- Ask the group to develop the 4 steps without using the card

Step I. Break down the job.
 Step II. Question every detail
 Step III. Develop the new method
 Step IV. Apply the new method

Point out some outstanding applications of the 4 steps in Session III demonstrations.

3. Practice demonstrations – four jobs

- Stress the value of the demonstrations
- Point out the advantage to all members of applying the 4 steps in Session III demonstrations

“The demonstrations at Sessions II and III illustrated the importance of learning by doing.”

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?”

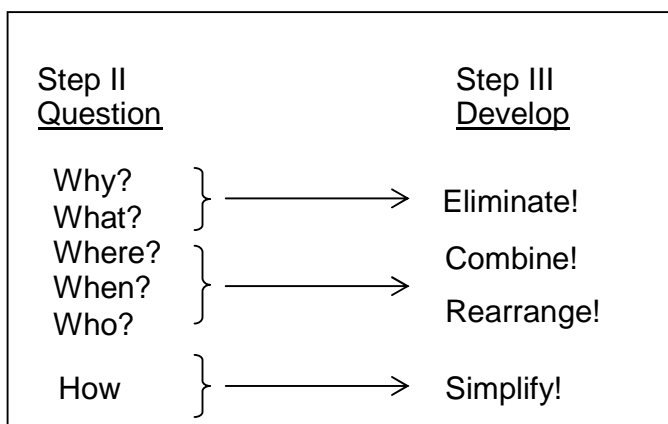
Note: If either answer is “No” then call on the next volunteer.

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 3 on each demonstration.

Show again the relation of Step 2 to Step 3 on the white board.



“Eliminating all unnecessary details eliminates waste. This will save manpower, machines, and materials.

“Combining and rearranging details reduces handling and backtracking.”

“Simplifying all necessary details by applying the principles of the card makes the work easier and safer for the operator.”

“Thus we can produce greater quantities of quality products in less time by making the best possible use of the manpower, machines, and materials available.

- Conduct Demonstrations No. 2, No. 3, and No. 4 (same as No. 1)

“The four members who put on demonstrations will write up their proposals and submit them at Session V.”

“Those who put on their demonstrations at Session V will bring in their written proposals and revise them (if necessary) during the discussion periods.”

4. Proposals on Session III demonstrations

Ask the members who presented during Session III 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.
- Remind the group that it is important to give credit when due
- Stress the importance of continuing to search for better ways
- Record the results of the improvements on the proposal report

Note: 1 hour and 55 minutes to here

5. Assign demonstrations for Session V

Ask for four volunteers for Session V 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.