

JOB METHODS TRAINING

**A practical plan to help you produce
*greater quantities of quality
products in less time.***



Job Methods will enhance most team-based continuous improvement programs by delivering a high volume of small incremental improvements from individuals.

The aim of the program is to produce greater quantities of quality products in less time by making the best use of the people, machines, and materials currently available.

Job Methods (JM) is part of the Training Within Industry program effectively used for 80+ years.

HOW WE HELP

11 Hour Job Methods (JM) Training Course

Job Methods provides a system to get the most out of your manpower, machines and materials.

JM builds on the skills of the operators and first line leaders. It conditions and develops individuals to break down a job into its details and eliminates wasteful tasks, combines and rearranges necessary tasks, and simplifies those tasks that are required.

Benefits experienced when applying the Job Methods methodology are

- Reduced cost through productivity gains,
- Increased throughput, and
- Reduced work process.

Polaris MEP instructors are experienced manufacturers certified by the TWI Institute. The course can be taught in person, virtually or in a hybrid approach. Please see attached curriculum.

40 Hours On-Site Coaching

Gain *Knowledge* through the 10-hour course, and then develop the *Skills* needed for successful implementation at your facility through a pilot project. Our experts assist the team in applying the 4-step JM method to observing work, breaking down every detail, questioning everything and then creating new methods.

Please contact us at info@PolarisMEP.org or 401-270-8896 to discuss scheduling Job Methods training and/or other continuous improvement programs.

Job Methods training starts with a baseline, which makes it easy to document measurable results, proving the ROI of workforce training.

JOB METHODS (JM) TRAINING CURRICULUM

Session 1: 3 hours

- Review the 5 needs of good supervisors
 - Knowledge of the Work
 - Knowledge of Responsibilities
 - Skill in Instructing
 - Skill in Leading People
 - Skill in Improving Methods
- Explain the importance of Job Methods improvement to production
- Demonstrate the present method for a job
- Demonstrate the proposed improved method
- Measure the results of the Job Methods improvement
- Introduce the 4- Step for Job Methods Improvement:
 1. Breakdown the Job
 2. Question Every Detail
 3. Develop the New Method
 4. Apply the New Method
- How to overcome resistance and resentment to change

Session 2: 2 hours

- Review Session 1
- Two participants present a job improvement demonstrations from their workplace
- Class review of how they applied the four step method to reinforce class learning
- Learn how to use the Improvement Proposal Sheet

Session 3: 2 hours

- Review of Sessions 1 and 2
- Three participant job improvement demonstrations from their workplace

Session 4: 2 hours

- Three participant job improvement demonstrations from their workplace
- Class review of how they applied the four step method to reinforce class learning
- Review improvement proposals from Session 3 demonstrations

Session 5: 2 hours

- Remaining participant workplace job improvement demonstrations facilitated to be "correct"
- Review improvement proposals from Sessions 2, 4 and 5 demonstrations
- Class review of how they applied the four step method to reinforce learning
- Importance of putting Job Methods improvement to use "immediately" for the success of the company
- Create conviction for using the Job Methods Improvement Plan on a continuing basis.