

## ***„Production management”***

### ***Course description:***

The training aims to master the art of management as it teaches and trains all its elements: setting a goal, planning, assigning tasks, monitoring - as a comparison of performance with a goal with a focus on detecting differences - and the preparation and implementation of corrective measures in response to detected differences. **The training / workshop shows and teaches how to achieve productivity of employees' activities and the effectiveness of your own activities.** The workshops are conducted according to the latest adult learning techniques. The advantage of the training is its very dynamic course and well-thought-out exercise selection, thanks to which we gain a great effectiveness in influencing the behaviour of the participants.

**Production manager is responsible for productive activities which are usually located in the most important area of the organization. He oversees workers whose educational background is usually very diverse. He needs to deal with the opposing requirements of sales departments, quality departments, maintenance departments. Acting in the area of production the manager influences on the productivity of the entire organization!**

**Losses** often occur in the production area. Researches show **that the losses are likely to arise from the inability of management.** Managers are usually people with an education, initiative and talent, but their knowledge is often based on studies of a technical nature, which does not significantly affected the management skills!

**The workshop we are proposing is designed to equip production area managers with a unified management skill, leading to effective practice, reduction of time lost and immediate productivity growth.**

The training / workshop fosters the most important management concepts: kaizen, six sigma, lean management, activity based costing, just in time.

### *Acquired skills:*

The production manager uses the management structure goal-plan-task assignment –control.

The production manager analyzes the work process and divides it into individual work steps. He recognizes the losses of time and finds their causes. The manager plans and implements corrective actions to eliminate the causes of losses.

The production manager uses SMART objectives. He divides long-term goals into short-term ones. He knows how to create goals for specific types of work.

The production manager can communicate effectively both with the employee and the management board.

The production manager understands the causes of misunderstandings, does not avoid difficult topics, is assertive in communication - he can communicate without provoking aggression and is able to achieve goals at the same time.

The production manager compares the task realization with the target. He can recognize the cause (lack of motivation or skill) responsible for the difference. He knows the way to motivate his employee.

The production manager assertively confronts employees who are not performing their jobs. He is able to conduct interviews in response to various difficult situations.

### *Training program:*

#### ***1. What is production management?***

Management steps are related!

What is productivity?

Specificity of production management

Time loss detection methods

#### ***2. Management as a system - a guarantee to eliminate time losses, work with reduced effort and better effects***

Discovery of sequence and order as the main condition of team success - the efficient use of time and effort of team members. Discovery of the phenomenon of team efficiency by eliminating time losses. Evident and hidden losses.

Organizational methods for production:

5s

Toyota way

SMED

Poka yoke

### ***3. Creating standards - the main production management tool***

Analysis of the work process

Isolating activities

Measurement

Dividing the main and long-term goals into instrumental goals and getting to the objectives of the activity

How does a goal motivate?

### ***4. Assigning tasks - communication***

Assigning tasks is communication!

Effective / assertive communication:

Building relationships with employees

Exerting influence and persuasion

### ***5. Control – comparing task realization with the target, detecting the difference, and finding out the cause***

Reasons for differences between performance and goal.

Shortages of skills or motivation as a cause for differences.

What is motivation? Penalty and reward in motivation. Cognitive styles, what motivates employees?

### ***6. Corrective actions in response to the difference***

Confrontation - enforcement procedure in the case of employees not performing their assigned tasks

Different attitudes of subordinates, behaviours, emotions. How to deal with them assertively?

### ***Methodology:***

During the training we use the following training methods:

- PowerPoint mini lectures,
- discussion,
- pair work,
- group work,
- individual tasks,
- role play,
- working with the video camera and analysis of the obtained information

### ***Organizational information:***

Number of training hours: 12 hours / 2days

Time of training 9:15-15:15

Place of training: Łódź, Piotrkowska 125 – KM Studio - trainings