

JOB METHODS (JM) TRAINING

CONTINUOUSLY IMPROVE THE WAY JOBS ARE DONE

Supervisors are under pressure to produce a greater quantity of higher quality products in less time. Optimal use of resources – people, machines and materials – can make this goal a reality.

Job Methods (JM) demonstrates how to accomplish this by breaking down jobs, questioning details, and developing new methods by eliminating, combining and re-arranging each element of the process.

The goal of the program is to make the best use of available manpower, machines and materials to help produce more quality products in less time. To do that, participants are taught to break down jobs into their basic operations; to question each of these details (why? what? where? when? who? how?); to develop a new job method by eliminating, combining, rearranging and simplifying these details; and to apply and sell the new method to everyone involved.

SIMPLE PROCESS TO ANALYZE THE PRESENT SITUATION AND DEVELOP IMPROVEMENTS

Supervisors are taught how to break down jobs into their fundamental operations and tasks. A simple four-step process is used to analyze the present situation and develop improvements:

1. Break down the job
2. Question every detail
3. Develop the method
4. Apply the new method

IMPROVE PRODUCTIVITY, COST AND QUALITY

JM has a big impact on most traditional metrics. However, if you haven't established a firm foundation with Job Relations (JR) and Job Instruction (JI) training, the gains may be inconsistent and short-term.

The JM program trains workers to evaluate every detail, eliminate those that have no purpose, combine and rearrange those that are still required, and simplify those that add value. Elimination of 10-20% of detailed steps is typical on a first pass, with more reductions to follow due to simplifying the remaining processes. The impact is amplified when processing materials are eliminated.

The Result?

- ✓ Reduced cost through significant productivity gains
- ✓ Less WIP
- ✓ Decreased inventory
- ✓ Increased throughput
- ✓ Reduced work in process
- ✓ Increased profits
- ✓ Continuous improvement

Contact Impact Washington to learn how you can bring this practical training program to your organization

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