



Solutions in Workforce

*How do you build an effective
and supportive workforce
environment?*

*How do you engage your
workforce to achieve a high-
performance environment?*

Training Within Industry Job Instruction

The Job Instruction (JI) module prepares supervisors to quickly train employees to do a job correctly, safely, and conscientiously. The objective of this module is to help supervisors develop a well trained workforce.

LEADERSHIP PREPARATION

An IMEC Certified TWI Facilitator will spend time with the company's leadership to help prepare the expectations for TWI implementation. In this time, we will work to clarify the project objectives, determine the role of leadership's support and set expectations for sustaining benefits.

HANDS-ON TRAINING

Training is delivered in five two hour sessions, in five consecutive days, for up to 10 participants (trainers, team leads, and coaches). The training method emphasizes preparing the operator to learn, giving a proper demonstration while identifying the important steps and the key points of the job, having the operator perform a trial run, and tapering off coaching with intermittent follow-up.

30-DAY REVIEWS

IMEC's TWI coach will meet with leadership and supervisors to assess progress and help sustain learning. During the follow-up assessments, we'll be able to identify obstacles to success, pursue solutions to overcome challenges and modify implementation plans as necessary.

ADDITIONAL SUPPORT

Supervisors will create job breakdowns as part of the training. In some cases, highly complex processes require additional time and support to create accurate job breakdowns. Time allocated for this support will be estimated, discussed and agreed upon by the leadership in advance of being allocated and charged in addition to the fee for this project.



For more information, contact IMEC at 888-806-4632 or info@imec.org.



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Training Within Industry Job Methods

The Job Methods (JM) module prepares supervisors how to plan to produce greater quantities of quality products in less time by making the best use of the people, machines and materials that you currently have available.

LEADERSHIP PREPARATION

An IMEC Certified TWI Facilitator will spend time with the company's leadership to help prepare the expectations for TWI implementation. In this time, we will work to clarify the project objectives, determine the role of leadership's support and set expectations for sustaining benefits.

HANDS-ON TRAINING

Training is delivered in five sessions, over consecutive days, for a minimum of 6 and up to 10 participants (management, supervisors, leads, and anyone who has the authority to implement changes). Day 1 is 4 hours, day 2 is 3 hours, day 3 is 2 hours, day 4 is 2 hours, and day 5 is 2 hours. The training method consists of going to the actual production floor and identifying an individual project then emphasizes the TWI "4-Step Method" breaking down the job, questioning every detail, developing a new method and applying the new method. Unlike many other training programs, the TWI "learn by doing" methodology requires participants to put what they learned in class immediately to use in the workplace. Creating and sustaining an atmosphere of continuous improvement requires a substantial commitment to cultural change.

30-DAY REVIEWS

IMEC's TWI coach will meet with leadership and supervisors to assess progress and help sustain learning. During the follow-up assessments, we'll be able to identify obstacles to success, pursue solutions to overcome challenges and modify implementation plans as necessary.

Additional Support

Supervisors will create breakdowns and drawings of the current and proposed method, and present the proposed approach to upper management as part of the training. In some cases, highly complex processes require additional time and support to create accurate Job Method improvements. Time allocated for this support will be estimated, discussed and agreed upon by the leadership in advance of being allocated and charged in addition to the fee for this project.

Benefits of TWI-JM

- Increased throughput
- Improved quality
- Reduced costs
- Reduced WIP and inventory
- Improved work environment (ergonomics, safety, etc.)
- Shortened on-boarding time for new employees

TWI can add dollars your bottom line. IMEC has worked with many companies that have reported on impacts that resulted from the use of these powerful tools. Over the 10 years IMEC has provided this service, the following average reported impacts have been realized:

- \$250K new or retained sales
- \$451K new investment
- \$293K cost savings
- 6 new or retained employees



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Training Within Industry Job Relations

The Job Relations module prepares supervisors how to build positive employee relations, increase cooperation and motivation, and effectively resolve conflicts.

LEADERSHIP PREPARATION

An IMEC Certified TWI Facilitator will spend time with the company's leadership to help prepare the expectations for TWI implementation. In this time, we will work to clarify the project objectives, determine the role of leadership's support and set expectations for sustaining benefits.

The long-term success of any project implementation will be dependent upon active management support and participation. To that end, the leadership will be asked to provide the following during the course of the project:

- Access to the facilities and personnel,
- Commitment to adhere to the project schedule and to dedicate the team participants time during the project events.

Failure to provide access in a timely manner or to adhere to the project schedule will potentially jeopardize project timelines and could negatively affect project success.

HANDS-ON TRAINING

The training illustrates that people must be treated as individuals to provide a foundation for developing and maintaining good relations to prevent problems from arising. It also teaches supervisors to handle problems that do arise by gathering and weighing facts before taking action, and then to check results to evaluate whether the action helped production or obtained the overall goal.

Job Relations is delivered in five two hour sessions, typically five consecutive days, for up to 10 participants, all supervisors (manager, team, cell, group leaders etc.). In the first session, the trainer presents a real-world problem that everyone can easily relate to and explains the poor ways in which these problems are usually handled in the workplace. The TWI "4-Step Method" is introduced to show how supervisors can handle such problems more effectively to gain better results. The first two sessions focus on learning the methods. The remaining course time is given to participant presentations of actual and current problems participants handle by applying the TWI 4-Step Method. Unlike many other training programs, the TWI "learn by doing" methodology requires participants to put what they learned in class immediately to use in the workplace. Creating and sustaining an atmosphere of continuous improvement requires a substantial commitment to cultural change.

30-DAY REVIEWS

IMEC's TWI coach will meet with leadership and supervisors to assess progress and help sustain learning. During the follow-up assessment, we will discuss your obstacles to success, help direct you towards solutions and modifications to overcome challenges and modify implementation plans.



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BENEFITS OF TWI-JR

IMEC's TWI coach will meet with leadership and supervisors to assess progress and help sustain learning. During the follow-up assessment, we will discuss your obstacles to success, help direct you towards solutions and modifications to overcome challenges and modify implementation plans.

Benefits of TWI-JR

- Improved morale and motivation of employees
- Improved relations between supervisors and employees
- Reduced absenteeism and turnover
- More confident, skilled and motivated supervisory staff

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Training Within Industry Job Safety

The Job Safety (JS) module provides a framework for supervisors to engage employees in identifying potential hazards, considering countermeasures and taking action before a safety incident occurs, not to handle the aftermath.

LEADERSHIP PREPARATION

An IMEC Certified TWI Facilitator will spend time with the company's leadership to help prepare the expectations for TWI implementation. In this time, we will work to clarify the project objectives, determine the role of leadership's support and set expectations for sustaining benefits.

HANDS-ON TRAINING

Training is delivered in five two-hour sessions, in five consecutive days, for a minimum of 6 and up to 10 participants (management, supervisors, leads, and coaches). The training method emphasizes the TWI "4-Step Method" by training how to spot the causes of danger, deciding on countermeasures, enforcing those countermeasures and checking results. Unlike many other training programs, the TWI "learn by doing" methodology requires participants to put what they learned in class immediately to use in the workplace. Creating and sustaining an atmosphere of continuous improvement requires a substantial commitment to cultural change.

30-DAY REVIEWS

IMEC's TWI coach will meet with leadership and supervisors to assess progress and help sustain learning. During the follow-up assessment, we will discuss your obstacles to success, help direct you towards solutions and modifications to overcome challenges and modify implementation plans.

BENEFITS OF TWI-JS

- Improved knowledge and skills concerning safety in the workplace
- Learning to view safety as a foundation, resulting in improved morale
- Improved overall workplace culture
- Understanding the importance of incident prevention
- Reduced cost of an incident regardless how small

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