

# Operation's Management Training Manual For Sewn Products Industry

## Part 1 Productivity, Metrics, and Strategy

*Part 1 of the manual introduces the trainee to operations management in sewing industry. It will discuss in broader context necessary metrics an organization must have. Moreover, it will help and guide to form appropriate strategy linked to their company policy in achieving their goals.*

### Chapter 1 Productivity Concepts

- Partial Productivity
- Multifactor Productivity
- Total Productivity
- Productivity Metrics Installation
- Capacity Planning

*Chapter 1 presents issues of productivity, costing, and capacity planning. Productivity metrics is a must on every manufacturing facility, this chapter will discuss in full detail the installation of those productivity metrics.*

### Chapter 2 Policy Deployment and Strategy

Guide to creating a Hoshin Kanri

*Chapter 2 will equip and guide the trainee to understand the importance of operation's function and strategy relative to the goals of the company. It discusses step by step process in creating company policy and strategy deployment known as Hoshin Kanri.*

## Part 2 Management Strategies

*Management tools can be classified in two categories, time-based and quality-based. Part 2 of training manual will discuss thoroughly and will guide the trainee to step by step procedure on tools used on both time-based and quality-based approach.*

### Chapter 3 Method Study

- Process Analysis
- Operation Process Chart
- Flow Process Chart
- Principles of Motion Economy

*Tools presented in this chapter will teach trainee how to record systematically and examine critically any existing method and proposed ways of doing work, as a means of developing and applying easier and more effective methods and reducing cost.*

### Chapter 4 Work Measurement

- Work sampling
- Stopwatch Time Study
- Predetermined Time Standards

*Chapter 4 will explain the step by step procedure on conducting time study as means of setting time standards. Various techniques for work measurement will be discussed, but will focus mainly on stopwatch time study.*

## **Chapter 5 Seven QC Tools**

- Check sheet
- Pareto Chart
- Flowchart
- Cause and Effect Diagram
- Histogram
- Scatter Diagram
- Control Chart

*Tools presented in this chapter aims to equip trainee to examine critically root causes of quality problems in order sort it out appropriately. Phases of process improvement which these tools are used includes; identifying the problem, describing current and revised processes, generating ideas for process improvement, achieving consensus among team members, and evaluating and monitoring results.*

## **Part 3 Lean Manufacturing System**

*Part 3 of the manual emphasizes and facilitates the widest possible participation in the implementation and maintenance of a Lean Manufacturing Program. It will make the trainee "Lean Ready". This part will cover all basic topics of lean manufacturing; JIT, the Value Stream, the Seven Wastes and Fourteen Techniques.*

### **Chapter 6 Lean Manufacturing System Overview**

- Evolution of Manufacturing System
- Definition of Lean Manufacturing
- Goals of Lean Manufacturing
- Lean Manufacturing Concepts
- Lean Measurable

*Chapter 6 introduces the trainee to Lean Manufacturing System. It will give trainee an overview and understanding of what it takes for an organization's production system to be so called Lean.*

### **Chapter 7 Lean Manufacturing Toolkit**

1. Value stream mapping
2. Quality at the source
  - Poka-yoke (mistake-proof)
3. Workplace organization: 5S
4. TPM (Total Productive Maintenance)
5. Visual Management
6. Set-up reduction (SMED)
7. Batch size reduction (one-piece-flow)
8. Cellular manufacturing
9. Standardized work
10. Work balancing (TAKT-time)
11. Production levelling / smoothing
12. Point-of-use systems
13. Kanban
14. Kaizen

*Chapter 7 will cover all 14 techniques used in Lean Manufacturing System. It includes applications in the shop floor and procedures for each technique.*