

Effective Production Management 2009

A two-day workshop to assist production managers and plant managers to develop a coordinated approach to production management in a manufacturing enterprise. This workshop will give you tools to take away that work and are tried-and-true ways to improve your production process and impact the bottom line.

Shanghai, China
3rd & 4th December 2009



Your International Facilitator:

Michael Sherretz, Consultant and Executive Coach

- ✓ **In China for the past 13 years and an expat for the past 20+ years with 35 years of business experience.**
- ✓ **VP Manufacturing for a Global Medical Device Company**
- ✓ **General Manager, Asia/Pacific Sales Manager and China Country Manager for 5 years at Tyco Fire and Security**
- ✓ **General Manager, Operations Manager, Quality Manager and Engineering Manager for over 15 years at PPG Industries, Inc.**
- ✓ **Managed manufacturing and business functions for Fortune 500 corporations and built more than 6 factories and numerous offices in China with extensive experience in many industry sectors including Chemicals, Medical Devices and Pharmaceuticals, Fire and Security and Life Safety, Construction, Oil & Gas, Automotive and Motorcycles plus Marine industries.**

His talks and workshops have been very well received and the sharing of his practical experience and advice has been valuable to many corporations for many years. Has many years of public speaking and training experience and was the founder of the Tianjin Toastmasters Club. Mike has even been the keynote speaker to some key Chinese government groups and has been active in the American Chamber of Commerce and is a past Vice-President of AmCham.

Mike Sherretz is a very successful sailor and sailboat racer who regularly charters sailboats in exotic regions of the world with his extended family. He was a professional motorcycle racer and shop owner who put himself through University while working full-time.

What the Seminar Will Help You Achieve:

- **LEAN:** A model that can be followed to get started with LEAN manufacturing and how to implement without stopping operations.
- **QUALITY:** Management of incoming, outgoing and in-process quality including tool and measurement capabilities, waste, scrap, validation process, audits etc.
- **PLANNING:** Machines, manpower, utilities, budgets, training, storage, technology transfers, material flows and waste reduction etc.
- **PROCESS MAP:** Looking at time & motion, materials and information, limiting factors and other barriers that determine true capabilities.
- **CONTINUOUS IMPROVEMENT:** Where to get ideas, how to implement new ideas, information gathering and management, ways to stay current and fresh and motivate employees.
- **INNOVATION:** How to improve without breaking the bank, out-of-the-box thinking, and success breeds further success.
- **BUSINESS PARTNER:** Reliable material and information flows, checking alignment with strategic plans, core competencies, innovation and low cost.
- **BENCHMARKING:** How to get better ideas and change our paradigms.
- **PEOPLE:** Understanding your stakeholders, importance of delegation and training, motivation secrets, retention and attracting good talent.

Pre-Course Questionnaire

In order to tailor this course precisely to your needs, the course leaders would value information on your knowledge, experience and requirements.

0830 Registration and morning coffee

0900 Workshop Introduction

0930 Session One - What is Production Management?

What is the normal role of a Production Manager?

- Planning, implementation, and control of industrial production processes to ensure smooth and efficient operation
- This includes the traditional "five M's": Men and women, Machines, Methods, Materials, and Money
- Use industrial engineering methods, such as time-and-motion studies, to design efficient work methods
- Managing both physical (raw) materials and information materials (paperwork or electronic documentation) and people
- Money management (inventory control is the most important)
- The production cycle requires that sales, financial, engineering, and planning departments exchange information
- Monitor operations to ensure that planned output levels, cost levels, and quality objectives are met
- Exploration of alternative production line scenarios; making assembly-lines more efficient with the aim of reduced lead time to product launch, shorter product times and reduced work in progress (WIP) inventories as well as allowing rapid response to product or product changes
- What are the competencies needed for a good Production Manager and how can you improve these skills and competencies

1045 Morning Refreshment and Networking Break

1115 Session Two - People are your greatest asset:

- Employees are your most valuable asset but also the hardest to control and predict
- Motivation is the key to good quality and production efficiencies
- What is needed for a good people management process in manufacturing
- Challenges that Production Managers face
- Accessing what you have and what you need
- The importance of fairness
- Remember Kindergarten? That may be your best source of management skills

1200 Networking Luncheon

1330 Session Three - QUALITY:

- Management of incoming, outgoing and in-process quality
- To include tool and measurement capabilities, waste, scrap, audits etc.
- Value of validation processes and PPAP
- How to include Quality into everyone's job description
- Importance of Statistics but pitfalls of overuse
- Work standards to include quality also
- Need for reinforcement training constantly
- Quality vs. Quantity -- calls you have to make
- Waste and Scrap
- Importance of 5S and audits
- Quality is the driver for all technology transfers

Session Four - PLANNING:

- Process Management is the application of knowledge, skills, tools, techniques and systems to define, visualize, measure, control, report and improve processes with the goal to meet customer requirements profitably
- Items included are (but not limited to): Machines, Manpower, Methods, Material, Money, utilities, budgets, training, storage, technology transfers, material flows and waste reduction

1500 Afternoon Refreshment and Networking Break

1530 Session Five - LEAN:

- A model that can be followed to get started with LEAN manufacturing and how to implement without stopping operations
- There are many LEAN seminars available; this is a practical look at LEAN and quick start techniques that work

1700 Closing Remark and End of Conference Day One

About Martin Linking

Martin Linking Business Consulting plans to produce more than 80 trainings and conferences and works with senior executives from the majority of the world's top 1000 companies to improve their business strategy and match their learning and training needs in one year. And we continue to grow.

We also invite the leading business practitioners, industry decision makers and innovators to share insights, best business practice, and new technology at our forums. **We are dedicated to give attendees cutting edge information they can use immediately.** We constantly research and listen to all industry sectors to ensure that the business intelligence we provide is timely and cutting-edge.

0830 Registration and morning coffee

0900 Workshop Introduction

0930 Session Six - PROCESS MAP:

- Looking at time & motion, materials and information, limiting factors and other barriers that determine true capabilities
- How to measure and decide the “real numbers”
- The value is in the journey – give people time to get used to the methods and things will take off
- Use this along with LEAN to allow operators and others to improve their own work
- Don't forget to include the maintenance department

1045 Morning Refreshment and Networking Break

1115 Session Seven - CONTINUOUS IMPROVEMENT:

- Where to get ideas
- How to implement new ideas
- Information gathering and management
- Ways to stay current and fresh and motivate employees

Session Eight - INNOVATION:

- How to improve without breaking the bank
- Out-of-the-box thinking
- Success breeds further success

1200 Networking Luncheon

1330 Session Nine - BUSINESS PARTNER:

- Reliable material and information flows
- Checking alignment with strategic plans
- Core competencies
- Innovation and low cost

Session Ten - BENCHMARKING:

- How to get better ideas and change our paradigms

1500 Afternoon Refreshment and Networking Break

1530 Session Eleven - ORGANIZATION:

- Understanding your stakeholders
- Importance of delegation and training
- Retention and attracting good talent
- Your career track and what to expect

1700 Closing Remark and End of Conference

What to expect:

Michael Sherretz, Consultant and Executive Coach

Come with an open mind and get ready for an energetic experience. Find out what the key things are for a Production Manager and how to get things headed in the right direction. Find out how to get yourself ready for advancement and have someone ready to take your place. Learn real practical ways to achieve success, not just theory.

Mike is someone who will share what he has used himself and what he has seen others do, so you can learn from his experiences and adapt them to your situation. You will walk away with many valuable tools and points that can be implemented tomorrow. He will help you to see how motivation works to get everyone working towards the same goal and how to radically change your perception of the Production Manager's job. If you want to see what you've been missing in Production Management, come to this event and find out for yourself. Make Production Management a key success area for your company and take a holistic view of your company and how Manufacturing and Production Management fits into the strategic plans.

The presentations and discussions will be centered on the competencies needed for a good Production Manager and how to measure and improve these competencies.

In-House Training Solutions

If you have a number of delegates with similar training needs, then you may wish to consider having an In-House Training solution delivered locally on-site. Course can be tailored to specific requirements.

Please contact **Whitney Shen** on **+86 28 65521255** or email whitney.shen@martinlinking.net to discuss further possibilities.

Workshop Schedule

Day One & Two

0830 Registration and coffee
0900 Workshop commences
1045 Morning refreshments
1115 Workshop re-commences
1200 Luncheon
1300 Workshop commences
1500 Afternoon refreshments
1530 Workshop re-commences
1700 Workshop concludes

有效生产管理 2009

这是一个为期两天的培训，以协助生产企业的生产经理和厂长发展一套整合的管理生产的方法。这次培训将提供给很多您经过实践证明能提高生产过程和产生根本改变的即刻可用的工具。

中国上海
2009年12月3-4日



您的国际培训师:

Michael Sherretz, 顾问和高层教练

- ✓ 有 **35** 多年（包括过去 **13** 年在中国，和过去的 **20** 多年作为外派者）的商务经验
- ✓ 担任过一家全球性的医疗设备公司的制造副总裁
- ✓ **5** 年在泰科消防和安全公司中担任总经理，亚太地区销售经理和中国区经理的经验
- ✓ 超过 **15** 年的在 **PPG Industries, Inc.** 公司担任总经理，运营经理，质量经理和工程经理的经验
- ✓ 在财富 **500** 强公司管理生产和业务职能并在中国建造了 **6** 个工厂和众多的办公室的经验。在许多行业有着丰富的经验，包括化学品，医疗器械和医药品，消防和安全和生命安全，建筑，石油和天然气，汽车和摩托车以及海洋产业。

他的讲座及培训一直很受欢迎，许多企业多年来分享了他宝贵的实践经验和意见。拥有多年的公开演讲和培训经验，并创办了天津演讲俱乐部。**Mike** 甚至为一些重要的中国政府团体作主旨发言。他一直活跃于美国商会，并担任过美国商会的副总裁。

Mike Sherretz 是一个非常成功的水手和帆船竞赛者，他定期包租帆船游览于有异国情调的世界各区域。他过去是一名专业摩托车车手和曾经作为一个商店老板一边全职工作一边完成大学学业

这次培训能在以下方面给您帮助:

- **精益生产:** 一个可以被遵照执行的开始精益制造的模式，和如何在不停止运营的情况下实现它。
- **质量:** 输入，输出和过程的质量管理。包括工具和检测能力，废物，废料，验证过程，审计等。
- **计划:** 机械，人力，公用事业费，预算，培训，仓储，技术转让，物资流动和减少废物等。
- **流程图:** 从时间和机械装置的运转，材料和信息，制约因素和其他障碍以确定真正的生产能力。
- **持续改进:** 从哪里获得想法，如何实施新的思想，信息收集和管理，如何保持前沿和活力以及如何激励员工。
- **创新:** 如何提高而不耗尽所有资源，有创意地思考，及从成功走向更大的成功。
- **业务合作伙伴:** 可靠的材料和信息流，检查是否符合战略计划，核心竞争力，创新和低成本。
- **标杆瞄准:** 如何获得更好的想法和改变我们的模式。
- **人员:** 了解您的利益相关者，授权和培训的重要性，激励的秘密，保留和吸引好的人才。

课程预问卷

为了确保这一课程正是适应了您的需求，培训师将通过它来评估您的知识，经验和需要。

0830 签名及早茶

0900 培训介绍

0930 第一节 什么是生产管理？生产经理的通常角色是什么？

- 计划，实施和工业生产过程控制，以确保顺利和有效的运营
- 这个包括传统的“5M”：人，机械，方法，材料和金钱
- 使用工业工程方法，如时间与动作研究，来设计有效的工作方法
- 管理实物（原料）材料和信息材料（文档或电子文件）和人员
- 资金管理（库存控制是最重要的）
- 生产周期要求销售，财务，工程和计划部门交流信息
- 监控运营情况以确保计划的产出水平，费用水平和质量的目标都得到满足
- 探索替代生产线情景；使得装配线更加有效以减少投产准备时间，缩短生产时间和减少在制品的库存以及允许对产品或产品的变化作出快速反应
- 一个好的生产部经理需要哪些能力，以及如何提高这些技能和能力

1045 上午茶歇和人际交流

1115 第二节 人是您最大的资产：

- 员工是您最宝贵的资产，也最难控制和预测
- 激励是高质量和生产效率的关键
- 制造业中的良好的人员管理流程需要什么
- 生产经理面临的挑战
- 解读你拥有什么和你需要什么
- 公平的重要性
- 记得幼儿园吗？这可能是您管理技能的最佳来源

1200 午餐及人际交流

1330 第三节 质量：

- 管理输入，输出和过程的质量
- 包括工具和检测能力，废物，废料，审计等
- 验证过程的价值和样件批准程序（PPAP）
- 如何将质量纳入每个人的职务说明
- 统计的重要性，但避免过度使用的陷阱
- 工作标准也包括质量要求
- 需要不断加强培训
- 数量和质量-你必须考虑的问题
- 废物和废料
- 5S 及审计的重要性
- 质量是所有技术转让的驱动

第四节 计划：

- 过程管理是应用知识，技能，工具，技巧和系统来定义，可视化，检测，控制，报告和改进流程以达到满足客户需求的目标同时取得盈利
- 项目包括有（但不限于）：机械，人力，方法，材料，资金，公用事业费，预算，培训，仓储，技术转让，物资流动和减少废物

1500 下午休息和人际交流

1530 第五节 精益制造（LEAN）：

- 提供一个可以被遵照执行的开始精益制造的模式，以及如何在不运营的情况下实现它
- 尽管有许多精益生产研讨会，但这是一个从实际应用角度来考虑精益制造和实用有效的快速启动技术

1700 结束语，第一天结束

关于马汀令可

马汀令可商务咨询计划每年组织超过 80 场的培训和会议，与全球 1000 强公司的高层经理一起提高他们的商务战略，满足他们的学习和培训需求。并且我们在不断成长。

我们邀请领先企业的管理者，决策者和创新者在我们的活动中分享他们的思想观念，最佳商业实践和新技术。我们致力于为我们的客户提供即刻可用的前沿信息。我们不断地研究和聆听所有行业的声音来保证我们提供商业信息是及时和前沿的。

0830 签到和早茶

0900 培训介绍

0930 第六节 流程图:

- 从时间和机械装置的运转, 材料和信息, 制约因素和其他障碍以确定真正的生产能力
- 如何衡量和决定“真实的数字”
- 价值在于过程 - 让人们有时间来适应这个方法, 然后事情将会起步
- 与精益生产一起使用使运营者和其他人改善自己的工作
- 不要忘记包括维修部在内

1045 上午茶歇和人际交流

1115 第七节 持续改进:

- 从哪里获得想法
- 如何实施新的思想
- 信息收集和管理
- 如何保持前沿和活力以及如何激励员工

第八节 创新:

- 如何提高而不耗尽所有资源
- 有创意地思考
- 从成功走向更大的成功

1200 午餐及人际交流

1330 第九节 业务合作伙伴:

- 可靠的材料和信息流
- 检查是否符合战略计划
- 核心竞争力
- 创新和低成本

第十节 标杆瞄准:

- 如何获得更好的想法和改变我们的模式

1500 午间休息及人际交流

1530 第十一节 组织:

- 了解您的利益相关者
- 授权和培训的重要性
- 保留和吸引好的人才
- 您的职业展望和期望什么

1700 结束语, 会议结束

您能期望的:

Michael Sherretz, 顾问和高层教练

以开放的心态来吧, 准备得到一个积极的体验。弄明白作为生产部经理的关键的事情是什么, 以及如何让事情朝正确的方向前进。了解如何获让自己发展和让其他人接替你的位置。了解切实可行的方式取得成功, 而不只是理论。

Mike 是一位愿意分享他自己使用的和他所看到别人使用的方法, 这样你就可以从他的经验中学到很多并把这些根据您的具体情况加以运用。你会得到许多宝贵的工具, 并可以在明天马上使用。他将帮助您了解激励是如何起作用让每个人都致力于实现同样的目标, 以及如何从根本上改变你生产经理工作的看法。如果你想看看你在生产管理中错失了什么东西, 那么就来参加这次活动来亲自找出答案。使生产管理为贵公司取得成功的关键领域, 并对贵公司有一个整体的观点以及如何使制造和生产管理融入您的战略计划。

专题介绍和讨论将集中在成为好的生产经理所需的能力, 以及如何衡量和提高这些能力。

内训方案

如果公司有很多人有着类似的培训需要, 那么您不妨考虑内部培训的解决方案。培训将在贵公司现场举行。并且培训可以根据您具体的要求来进行。

请联系 **Whitney Shen** 来讨论合作的可能:

电话: **+86 28 65521255**

电邮: **whitney.shen@martinlinking.net**

培训时间表

第一天和第二天

0830 签到和早茶

0900 培训开始

1045 上午休息

1115 培训继续

1200 午餐

1300 培训开始

1500 下午休息

1530 培训继续

1700 培训总结

Effective Production Management 2009

SH 09022-Sales Contract-Please Complete in Capital Letters and Black Ink

Sales Contract

Please complete this form immediately and fax back to

Whitney Shen

Fax No: +86 28 6552 1233

Fee Per Delegate

Two Day Training Fee RMB 7595 per person

All the registered delegates are entitled for a set of documentation free of charge

DOCUMENTATION RMB 2500

If you are unable to attend the conference/training but wish to receive copies of the conference/training documentation, please complete the sales contract, tick this box and return the contract with payment details.

Full Payment is required within 5 working days

Name: _____

Position: _____

Email: _____

Name: _____

Position: _____

Email: _____

Name: _____

Position: _____

Email: _____

Organisation: _____

Address: _____

Town: _____ State: _____ Postcode: _____

Tel: _____ Fax: _____

Nature of Business: _____

Company Size: 1-99 100-249 250-499

500-999 1000+

Authorization

(Signatory must be authorized to sign on behalf of contracting organization.)

Name: _____

Position: _____

Signature: _____ Date: _____

This booking is invalid without a signature.



Register Now

Contact: Whitney Shen

Tel:+86 28 6552 1255

Fax:+86 28 6552 1233

Email: whitney.shen@martinlinking.net

Business Opportunities

An exhibition space is available at the conference. Sponsorship opportunities covering lunch, evening receptions and advertising in documentation packs are also available. Please contact Ms. Whitney Shen at +86 28 6552 1255.

Payment Method

Our payment terms are 5 working days on receipt of invoice and full payments can be made by bank transfer.

开户名: 成都马汀令可商务咨询有限公司

开户行: 中国工商银行成都市暑袜南街支行

账号: **4402928009022523952**

CONFIRMATION DETAILS: After receiving payment, a receipt will be issued. If you do not receive a letter outlining the conference details two weeks prior to the event, please contact the Conference Coordinator at Martin Linking.

Terms & Conditions:

1. Fees are inclusive of program materials and refreshments.
2. Payment Terms - Following completion and return of the registration form, full payment is required within five (5) working days upon the issuance of invoice. Payment must be received prior to the conference/training date. A receipt will be issued on payment. Due to limited conference/training seats, we advise early registration to avoid disappointment. We reserve the right to refuse admission if payment is not received on time.
3. Client's Cancellation/substitution - Provided the total fee has been paid, client's cancellation must be received in writing by MAIL or FAX four (4) weeks prior to the event in order to obtain an 85% credit to attend for any future **Martin Linking** Events. Under such circumstances, **Martin Linking** will retain the other 15% service fee to cover expenses for prior cost that has already been incurred upon the acceptance of registration. All bookings carry a 50% cancellation liability immediately after a signed sales contract has been received by **Martin Linking**.
4. If, for any unexpected circumstances or reasons that **Martin Linking** decides to postpone this event, the client hereby indemnifies and holds **Martin Linking** harmless from any cost incurred in by the client. The event fee will not be refunded, but can be credited to future **Martin Linking**' s events. **Martin Linking** reserves the right to change the content without notice.
5. Copyright etc. - All Intellectual Property rights in all materials produced or distributed BY **Martin Linking** in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.
6. Important note: In the event that **Martin Linking** permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.