

To: All Members in NR

30th January 2021

**Certification On
Supervisor Development Program
Wednesday, 17th March to Friday, 19th March 2021
Time - 10:00 a.m. to 1.00 p.m.**

Online platform using WebEx

It has been our endeavor to provide valuable services to our members. In an effort to strengthen this further, ACMA (Northern Region) is organizing a **Certification Session on Supervisor Development Program** which is scheduled for **Wednesday, 17th March to Friday, 19th March 2021 using Cisco WebEx platform.**

Objective:

Supervisors are pillars of any organization. It is therefore extremely important in any company to keep the supervisor level fully motivated and ensure that they are provided enough opportunities for their Training and Development.

Supervisors should be able to effectively communicate, create a positive work environment, handle different personalities and inspire change—a combination that requires a diverse skill set to succeed. The way you handle day-to-day encounters has a long-term impact on your team's performance and your personal success.

The objective of this 3-day Workshop is to improve awareness of supervisors and improve their Skills on various topics which would help them in better understanding of Shop Floor Practices and they would be able to improve their performance.

Once all the supervisors in any company get trained through this 3-day workshop, it would certainly lead to overall improvement in Plant Performance.

Basic Philosophy adopted:

While formulating the Development Process for the supervisors, it is essential to adopt 'ABL' philosophy:

- Awareness: Improve Awareness of supervisors on various topics which would help them in improving their performance parameters



- Belief: To develop a strong belief in them that improvements are possible



- Leadership: To develop leadership qualities and become more effective in ensuring actual implementation.



The 3-day Supervisor Development Program has been designed keeping all the above mentioned 3 aspects in mind.

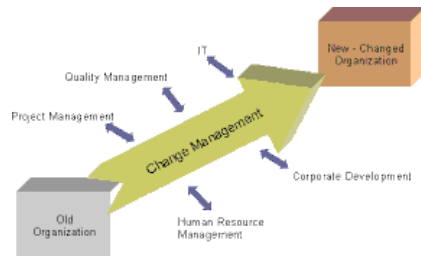


Schedule:

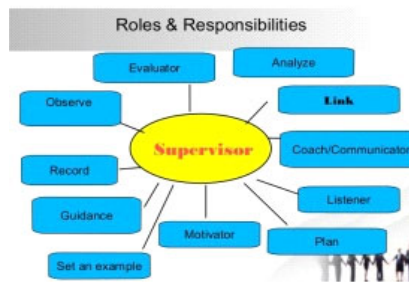
Topics to be covered:

Day1: Wednesday, 17th March 2020

- Change Management



- Roles and duties of a Supervisor



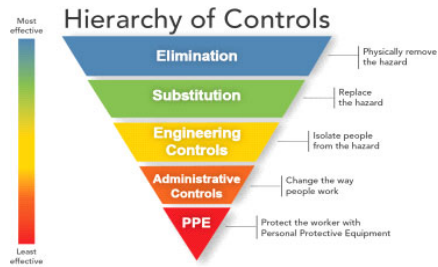
- 5S



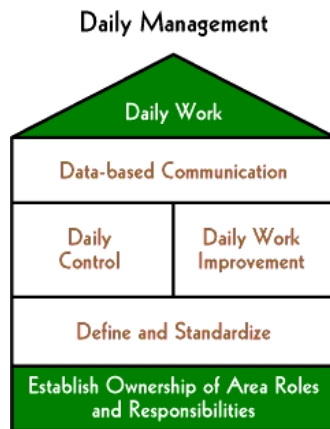
- Kaizen



- Safety Control
- KYT - Kiken Yochi Training
- Henrich's Law



- Daily Work management



Day 2: Thursday, 18th March 2020

- Lean Manufacturing (Toyota Production System)
- 7-Wastages; 3M; TAKT Time vs Cycle Time Study;

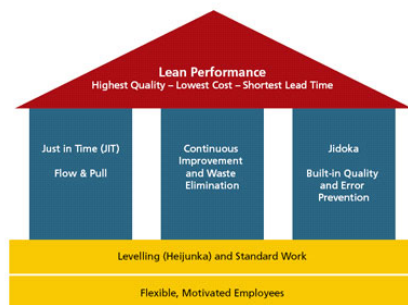


Figure 1. The Toyota House of Lean or Toyota Production System

During 3-day session, we shall use a good mix of the following:

- Power Point Presentation
- Technical Videos
- Motivational Videos
- Games
- Practical Exercises
- Case Studies

It is very strongly recommended that the companies must provide this opportunity to their Supervisors and enable them attend this 3-day Supervisor Development Program.

PARTICIPATION FEE DETAILS:

Category	Amount	GST	Total Amount
Members	Rs 3,000/- per participant	18%	Rs 3,540/-
Non-Members	Rs 3,500/- per participant		Rs 4,130/-

Note:- Companies has to pay the full payment in advance to register themselves for the competition through payment link given below

Online Payment Transaction -: <https://www.acma.in/payment-online.php>

While making the payment please put 0000 (Zero) in Tax Invoice No. column while processing for the payment. Please mail us the screen shot of the payment to cross check it.

Faculty - Mr. Ranjan Vasishtha B.E. (Mechanical), MBA

Mr. Ranjan Vasishtha, a Mechanical Engineer from BITS Pillani and an MBA in also holds Diploma in Management from IGNOU.

Mr. Vasishtha comes with over 42 years of rich experience in production, production engineering, supplier and dealer up-gradation and Training of Employees at all the levels. Ranjan has proven expertise in Lean manufacturing, kaizen and 5S and has been influential in helping many companies improve quality and increase levels of productivity using Lean Manufacturing System. He is empaneled as a Lean Manufacturing Consultant with NPC (National Productivity Council) and with QCI (Quality Council of India). Both these agencies are under MSME (Micro, Small and Medium Enterprises). He has experience and exposure at both India and Global level. He has worked with clients in India, Sri Lanka, Vietnam, Bangladesh and Europe.

The Confirmations can be sent-in through the attached "Reply Form". We look forward to the participation of member companies in large numbers.

Sd./-
Regional Secretary

Encl.: 1. Annexure I - Reply Form