



PRODUCTION SUPERVISOR in ACTION

WHO SHOULD ATTEND?

Production, Factory, Product, Process, Line, Project – Supervisors, Line Leader, Planners, Executives and People involved in Hands-On Production Operations!



SMI LEARNING OBJECTIVE

- SMI SKILL ONE** Develop Supervisor Daily Work Checklist – Organise, Inspect, Check and Action Plan
- SMI SKILL TWO** Supervisor ‘Defect’ Review – Identify Frequent Mistakes for Quality Solutions!
- SMI SKILL THREE** Supervisor Manpower Planning – Production Schedule vs Your Manpower Needs!
- SMI SKILL FOUR** Production ‘Weak Spot’ Troubleshooting – Develop and Implement Team Solutions!
- SMI SKILL FIVE** Brainstorm Supervisor Leadership Styles – Manage Difficult Staffs and Boss
- SMI SKILL SIX** Production Supervisor Active Listening – Verbal, Written, Facial and Body Language
- SMI SKILL SEVEN** List Steps to Feedback to Non-Performing Production Staffs!

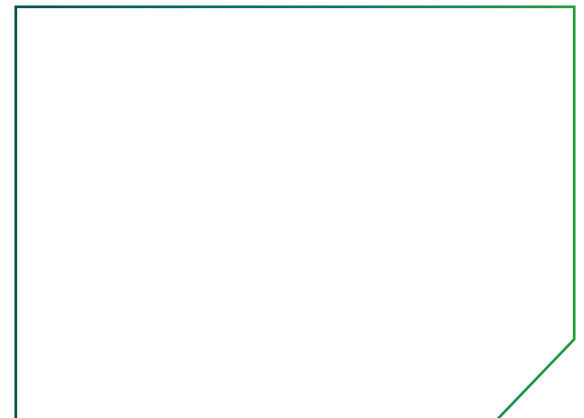
“ THE WORLD HAS CHANGED ”

The IMPOSSIBLE Happened! A Worldwide Shutdown 2020; this CHANGES EVERYTHING in Production Operations and a NEW NORMAL will emerge!

A Worldwide Recession, Business Model Change, Work from Home, Communication Delays, Reduced Investments, Compulsory Health Screening, IT Dependence, etc.

The more ‘adept’ companies will achieve Profits Faster. We MUST expect Supply Chain Disruptions, Vendor Financial Meltdown, Lack of Materials, Slow Operations, Unpredictable Demands and a myriad of NEW CHALLENGES, NEVER EXPECTED!

The PRODUCTION RESET in Rethinking ‘Traditional’ Strategies, Persuade Stakeholders to CHANGE and Support New Initiatives – Creative Strategies, Practical Solutions and Move Away from Current Practices – It requires a Paradigm Shift!





PRODUCTION SUPERVISOR in ACTION

Smart Production – Results Focused Operations, Leadership and Mental Toughness

PART A “ PRODUCTION SUPERVISOR in ACTION ”

1. **The ‘Smart’ Production 2021** – Customer Orders, Material Delays, Worker Retrenched, Cost Down Pressure, etc.
2. **Production Supervisor in Action** – Results Focus, Operations, Leadership and Follow-up!

PART B “ PRODUCTION SUPERVISOR – FOCUS on RESULTS ”

1. **PRODUCTION SUPERVISOR – WORK and SCHEDULE PLANNING**
 - A. **Production Scheduling Dynamics** – Last Minute Order, Staffing, Material and Setup Time!
 - B. **Sustain HIGH Production Performance** – Organise Work, Inspect, Check and Take Action
 - C. **SMI Skill ONE** – Develop Supervisor Daily Work Checklist – Organise, Inspect, Check and Action Plan

PART C “ HIGH PERFORMANCE PRODUCTION OPERATIONS ”

2. **PRODUCTION QUALITY and SAFETY ACTION**
 - A. **Production Safety Workplace** – Safety SOP Briefing, PPEs, Social Distancing, Inspection and Feedback
 - B. **Implement Quality Improvement** – SGA Activities, 5’S Housekeeping and Kaizen Programme
 - C. **SMI Skill TWO** – Supervisor ‘Defect’ Review – Identify Frequent Mistakes for Quality Solutions!
3. **PRODUCTION READY – EQUIPMENT, MANPOWER and INVENTORY**
 - A. **Equipment Setup and Material Delivery** – Daily Machine Setup and Inventory Delivery Follow-up
 - B. **Production ‘Manpower’ Monitoring** – Production Change, Long Hours, Output Flexibility and Costs!
 - C. **SMI Skill THREE** – Supervisor Manpower Planning – Production Schedule vs Your Manpower Needs!

4. PRODUCTION PROBLEM SOLVING – ONLY SOLUTIONS MATTERS

- A. **Supervisor Production Monitoring** – Schedule Change, Staff Output/Hour, Output Review, etc.
- B. **Creative Problem Solving** – Ideas, Confidence, Facts/Logics, Criticism, Feelings and Control
- C. **SMI Skill FOUR** – Production ‘Weak Spot’ Troubleshooting – Develop and Implement Team Solutions!

PART D “ PRODUCTION LEADERSHIP in ACTION ”

5. PRODUCTION TEAM LEADERSHIP

- A. **Production Supervisor Leadership** – Develop a Team of Capable Line Leaders/Operators
- B. **Right Style for RIGHT Staff** – Develop Practical Autocratic, Interactive, Team and Superior Style
- C. **SMI Skill FIVE** – Brainstorm Supervisor Leadership Styles – Manage Difficult Staffs and Boss

6. PRODUCTION COMMUNICATION – PROGRESS and DELIVERY

- A. **Supervisor Production Reports** – Output, Inventory Overstock, Quality Results and Schedule Change
- B. **Production Manager Daily/Weekly Update** – Morning Meeting, Evening and Weekly Reports!
- C. **SMI Skill SIX** – Production Supervisor Active Listening – Verbal, Written, Facial and Body Language

PART E “ PRODUCTION PRESSURE – SUPERVISOR ‘MENTAL’ TOUGHNESS ”

7. PRODUCTION PERFORMANCE – DELIVER RESULTS

- A. **Production Supervisor Mental Toughness** – Manage Colleague, Boss and Work Pressure
- B. **Supervisory Follow-up** – Visual Observation, Production ‘Line Walk’ and Key Staff Feedback
- C. **SMI Skill SEVEN** – List Steps to Feedback to Non-Performing Production Staffs!