

MEC - For Production Workers Timeline

March 3, 2021 to April 21, 2021

(Virtual Classroom times 12:00pm to 3:00pm EST– All Virtual Instruction via Zoom will run Wednesdays unless otherwise indicated)

EMC – Manufacturing Essentials Certification for Production Workers Program is designed to build and enhance skills needed to be a productive and valuable member of any manufacturing workplace. You will be focusing on Problem Solving, Working with Others to Build an Effective Team and Workplace Communication.

Participant Commitment and Expectations: As a participant, you are making an 8-week commitment to learn, share and connect with other participants. To achieve your certification, you will:

1. This is an 8-week course that will involve approximately 4 hours/week of Virtual Instruction, WPP time (virtually and/or offline) and eLearning modules to compliment and deepen your knowledge. There is an expectation that some additional time may be required to complete some of the WPP steps outside of the time allocated in this timeline so please keep this in mind. **(Approximately 40 – 50 hour commitment over 8 weeks)**
2. Complete all assigned eLearning modules prior to meeting in the Virtual Classroom weekly (except for week 1 where you will meet your facilitator for the virtual Orientation first)
3. Attend and participate in **all** Virtual Classrooms delivered through Zoom (instructions and orientation to Zoom will be provided)
4. Complete a Workplace Performance Project (WPP) using the WPP eLearning module and WPP Guide with your team demonstrating understanding of the 7-Step Problem Solving Model (this will be done during a scheduled Virtual session, but may move offline to accommodate team needs)
5. Post regular updates and communicate as needed through the Learning Portal (access details included below)
6. Prepare and deliver a WPP presentation – to be delivered during week 8

Learning Portal Access details: As part of the Manufacturing Essentials Certification Program, you will receive access to an online Learning Portal where you will post WPP updates, access additional resource documents for the program and complete eLearning modules.

Link to Portal: <https://mec-fmc.ca>

Username/Email: The email address you were registered with OR if you do not have a work email address, your username will follow the format Firstname.Lastname.MEC

Password: MECTraining

(Note: The email address used for registration is usually your work email address, however if you are unsure, please email Lisa Steudle at lsteudle@emccanada.org)

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Module 1 March 3 - 5

- **Virtual Instruction (3 hours) (March 3):**
 - **Orientation and Introductions (2 hours)**
 - Introductions
 - Technology Tour (Zoom, the Learning Portal, and the Knowledge Networks)
 - 7 Step Problem Solving Strategy overview
 - Workplace Performance Project overview
 - **Workplace Performance Project - Team Time (1 hour in Zoom Breakout Room)**
 - Become familiar with the WPP guide and supporting documents
 - Meet with your team and choose a workplace problem.
 - Decide on a time and place for your team to meet for 1 hour/week or if working on your own a time you will dedicate to working on the project
- **eLearning Instruction: Introduction to Problem Solving and the WPP**
 - Lesson 1: Introduction to the 7 Step Problem Solving Strategy
 - Lesson 2: Overview of the Workplace Performance Project (WPP)
- **Knowledge Networks Assignment** - Create and post a discussion on the Knowledge Networks to introduce the member/s of your project team and provide possible topics for you or your group

Module 2 March 8 - 12

- **eLearning Instruction – please complete before “class”**
 - Lesson 1: Business Process Improvement (Understand principles of BPI and how Problem Solving is key)
 - Lesson 2: Problem Solving – Step 1 (Define the Problem)
- **Virtual Instruction (3 hours) (March 10)**
 - **Team Building and Process Improvement (2 hours)**
 - Overview of Effective Teams (Why we need them for solving workplace problems and what they look like.)
 - Overview of Business Process Improvement (BPI)
 - WPP Team Update: Elevator Pitch – “What’s your workplace problem or opportunity that your team will be tackling for the WPP?”
 - Step 1 of the Problem-Solving Strategy – Define the Problem
 - **Workplace Performance Project - Team Time (1 hour in Zoom Breakout Room)**
 - Write a clear, well-defined Problem Statement (refer to Step 1, Define the Problem)

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- **Knowledge Networks Assignment** – Post your Workplace Performance Project Title, Outline and attach draft copies of your outline, timeline, and breakdown of responsibilities. Update your project outline with your developments related to Step 1 of the Workplace Performance Project Guide.

Module 3 March 15 - 19

- **eLearning Instruction please complete before “class”**
 - Lesson 1: Problem Solving – Step 2 (Study the Process)
 - Lesson 2: Introduction to the Communication Process
- **Virtual Instruction (3 hours) (March 17)**
 - **Team Building and Problem Solving (2 hours)**
 - Team Building and Communication in the Workplace
 - WPP Team Update: What is your Problem Statement?
 - Step 2 of the Problem-Solving Strategy – Study the Process (Gathering Data)
 - **Workplace Performance Project - Team Time (1 hour in Zoom Breakout Room)**
 - Step 2 – Study the Process
 - Ensure you get Management approval on your project
 - Start brainstorming about the metrics and data that could be utilized as support for your project
- **Knowledge Networks Assignment** – Update your project outline with your developments related to Steps 2 of the Workplace Performance Project Guide.

Module 4 March 22 - 26

- **eLearning Instruction please complete before “class”**
 - Lesson 1: Problem Solving - Step 3 (Root Cause Analysis)
 - Lesson 2: Problem Solving - Step 4 (Develop the Solution)
- **Virtual Instruction (3 hours) (March 24)**
 - **Communication through Documents and Problem Solving (2 hours)**
 - Document Use in the Workplace: Tips and Tricks for Successful Navigation
 - WPP Team Update: What is your approach to Studying the Process? What data have you gathered?
 - Step 3 of the Problem-Solving Strategy – Root Cause Analysis
 - Step 4 of the Problem-Solving Strategy – Develop the Solution

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- **Workplace Performance Project - Team Time (1 hour in Zoom Breakout Room)**
 - Understand Step 3 – Root Cause and Step 4 – Develop the Solution in the Workplace Performance Project Guide and how these steps in the problem-solving process impact your project
 - Start/Continue collecting metrics and data to support the solution theories
 - Start discussions with any stakeholders related to your project
- **Knowledge Networks Assignment** – Update your project outline with your developments related to Steps 3 and 4 of the Workplace Performance Project Guide.

- **eLearning Instruction please complete before “class”**
 - Lesson 1: Problem Solving - Step 5 (Implement the Solution)
 - Lesson 2: Problem Solving - Step 6 (Review and Evaluate Results)
- **Virtual Instruction (3 hours) (March 31)**
 - **Team Building and Problem Solving (2 hours)**
 - Evaluating Team Performance
 - Building an effective Digital Presentation (as needed – may be done with whole group or teams)
 - WPP Team Update: What is the root cause of your problem? What tool did you find the most helpful? Do you have a solution?
 - Step 5 of the Problem-Solving Strategy – Implement the Solution
 - Step 6 of the Problem-Solving Strategy – Review and Evaluate Results

Module 5

March 29 to April
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- **Workplace Performance Project - Team Time (1 hour in Zoom Breakout Room)**
 - Understand Step 5 – Implement the Solution and Step 6 – Review & Evaluate Results in the Workplace Performance Project Guide and how these steps in the problem-solving process impact your project
 - Continue building your workplace performance project, analyzing data, and applying the Seven Step Problem Solving Technique supported by information and advice provided.
- **Knowledge Networks Assignment** - Update your project outline with your developments related to Steps 5 and 6 of the Workplace Performance Project Guide.

- **eLearning Instruction please complete before “class”**
 - Lesson 1: Problem Solving - Step 7 (Follow Up)
 - **Optional** – Difficult Interactions (This is included in your learning plan in case you feel this would be a benefit to you but completion is not required for this program)

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- **Virtual Instruction (3 hours) (April 7)**
 - **Team Building and Problem Solving (1.5 hours)**
 - Equity, Diversity, and Inclusion in the workplace. Understanding Perspective
 - WPP Team Update: What is your implementation plan for your solution?
 - Step 7 of the Problem-Solving Strategy – Follow Up
 - **Workplace Performance Project - Team Time (1.5 hours in Zoom Breakout Room)**
 - Understand Step 7 – Follow Up in the Workplace Performance Project Guide (Complete the “Follow Up Plan”) and how these steps in the problem-solving process impact your project
 - Finalize workplace performance project with an action plan for implementing and sustaining the solution (i.e. work breakdown structure, timelines and forecast of the business impact) and prepare for presentation; make any final adjustments.
 - Review draft presentation with your Manager and get approval on final content.
 - **Knowledge Networks Assignment** – Update your project outline with your developments related to Step 7 of the Workplace Performance Project Guide.
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- **eLearning Instruction**
 - **Optional** – Presentation Skills (This is included in your learning plan in case you feel this would be a benefit to you but completion is not required for this program)
 - **Virtual Instruction (3 hours) (April 14)**
 - **Communication – Giving an Effective Presentation (0.5 hours)**
 - Presentation Skills – Tips for giving a great Presentation
 - WPP Team Update: What is your plan to follow up once the solution has been implemented?
 - **Workplace Performance Project Team Time (2.5 hours)**
 - Practice presentations: Each group will present with slides to the group for feedback
 - Finalize the WPP presentation.
 - Please note that you must submit your WPP PPT presentation by **April 16, 2021**
 - **Knowledge Networks Assignment** – Continue with posting any project updates on the Knowledge Networks as needed.

Module 7
April 12 - 16

Production Worker Timeline

Module 8

April 19 - 21

- **Workplace Performance Project Presentations and Graduation (April 21):**
 - Participants will present their Workplace Performance Projects. Participant's Managers are also invited to attend.
 - This will take place via Zoom
 - Celebration and Recognition of a job well done!
 - Participants meeting all Program requirements will receive their Certification on this day and a certificate will be mailed after this session.