



**Roundtable Meeting  
Wednesday 22<sup>nd</sup> of March 2006  
Agenda**

***Performance / Measures / Feedback / Accountability  
for the shop floor***

In modern society there is almost a total aversion to taking responsibility and being prepared to be held accountable. This is generally true on the factory floor where many people will take all care but accept no responsibility. Many factories have no effective mechanisms for systematically reviewing performance and outcomes of the factory floor staff. Indeed, workplace practices, such as the frequent rotating of personnel through positions, make it difficult to assign specific responsibilities and review performance.

All business activities require people; high performing businesses are leveraged on the performance of *ALL* their people.

The Roundtable Meeting will be much more interactive than the general format where a number of presentations are made. The meeting will be divided into 4 sessions. You are asked to bring examples of practices from your workplace, share your experiences and debate the merits of various methods.

<b>Performance / Targets</b>	<b>Measures</b>	<b>Feedback</b>	<b>Accountability</b>
<ul style="list-style-type: none"> <li>Align focus of the work crew with strategic goals</li> <li>How are targets set?</li> <li>How are performance gaps closed?</li> <li>Engaging the work crews in closing the gaps.</li> </ul>	<ul style="list-style-type: none"> <li>Are the measures SMART?</li> <li>Lead or Lag Indicators</li> <li>Automated data collection vs operator collected data – who owns the data?</li> <li>Highly visible</li> </ul>	<ul style="list-style-type: none"> <li>Objective (KPIs and decisions) vs subjective (Behaviours)</li> <li>The process vs the outcome</li> <li>Consistency</li> <li>Individual vs the team</li> <li>How is the feedback delivered?</li> </ul>	<ul style="list-style-type: none"> <li>Mechanisms for review</li> <li>How frequent?</li> <li>Reinforcing the “Rules of the Business”</li> <li>Are work crews involved in closing the gap?</li> <li>The positives of accountability</li> <li>Reverse accountability</li> </ul>

**SIRF ROUNDTABLES**

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<b>The Venue:</b>	<b>The Dandenong Club</b> <b>1579 Heatherton Rd,</b> <b>Dandenong</b> (Melway Reference 81 G3 The north side of Heatherton Rd and 100 metres east of the Stud Rd intersection) There is plenty of parking on the site.
<b>Time:</b>	<b>8.45 am Tea / Coffee for a 9.00 am Start.</b>
<b>9.00am</b>	<b>Welcome, Introductions and General Business</b>
<b>9.15am</b>	<b>Aligning work crew performance measures and targets to business objectives</b>
<b>10.00am</b>	<b>Measurement Systems and Feedback</b>
<b>10.45am</b>	<b>Morning Tea</b>
<b>11.00am</b>	<b>Assigning responsibility to work crews, how are work crews held to account, Empowering work crews and their sphere of influence.</b>
<b>11.30am</b>	<b>The roles of team leaders and supervisors</b> <ul style="list-style-type: none"><li>• <b>Traditional roles,</b></li><li>• <b>Transitional roles,</b></li><li>• <b>Facilitators and enablers</b></li></ul>
<b>12.00 noon</b>	<b>Lunch</b>
<b>12.30pm</b>	<b>The Cube Factory Simulation – See the attached Brochure</b> <b>(This is a change from the previous notification Nissan are unable to host the site visit due to die trials)</b>
<b>3.30pm</b>	<b>Close</b>

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**RETURN EMAIL**

**From:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Subject: Manufacturing Roundtable Meeting, Wednesday the 22<sup>nd</sup> of March, 2006**

**Please delete as appropriate and return by email.**

**I will / will not** be attending the Roundtable Meeting on the 22<sup>nd</sup> of March 2006

morning session  afternoon session

I shall be accompanied by

_____	Position _____	<input type="checkbox"/>	morning	<input type="checkbox"/>	afternoon
_____	Position _____	<input type="checkbox"/>	morning	<input type="checkbox"/>	afternoon
_____	Position _____	<input type="checkbox"/>	morning	<input type="checkbox"/>	afternoon
_____	Position _____	<input type="checkbox"/>	morning	<input type="checkbox"/>	afternoon

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