

ACTIVITIES

ACTIVITY ONE- THE CONCEPT OF THE ENTERPRISE. THE ORGANISATION:

Firstly if it is possible, we recommend that the following activities are made individually and afterwards they share them with the working group.

1. Make the structure of its own enterprise with its corresponding hierarchic scheme; if you do not know the data, invent them.
2. Definition of the concept: Delegation of Authority. Which are the most outstanding aspects? Argue your answers.
3. Enumerate the pros and the cons of an organised enterprise according to the classic style of the Bureaucracy. What would you contribute to improve this organisational system?
4. Enumerate the pros and the cons of an organised company according to the modern method of organisation. What would you contribute to improve this organisational system?
5. Is it important for you the participation of all the employees of the company? Explain why.
6. Identify the communication problems that can exist in an enterprise and try to find solutions to those problems of no-communication.

ACTIVITIES

ACTIVITY TWO- PLANNING AND ORGANISATION:

If it is possible we recommended that, in first place, the following activities are made individually and next they are shared with your habitual working group.

1. Define the concept of Management and make a brief commentary, with your own words of it and of its meaning.
2. What relation does exist between the knowledge and intelligence, with the productivity and the innovation?
3. What important characteristics do you value in a manager? Explain why.
4. What characteristics do you think that an enterprise searches in a Manager? Explain why.
5. Compare the answers of the two last activities and comment the coincidences and/ or the differences.
6. Define the management roles.
7. Explain the concept of Planning and Organisation and comment how these are made in your company day by day.

ACTIVITY THREE- THE TIME:

1. What is the UMT?
 - a) A measure unit that represents **the sixtieth** part of the minute.
 - b) Unit of time used in tables MTM.**
 - c) A very used unit because it is easy to calculate.

ACTIVITIES

2. The activity of an employer, depends mainly on...
 - a) An operative method and environmental conditions.
 - b) Will work, precision of movements and ability.**
 - c) Precision of movements, ability and operative method.

3. The timekeeper must ...
 - a) educate his imagination.
 - b) educate his imagination and to have auditory sensitivity.**
 - c) The timekeeper only must take times

4. What do you understand about normal activity?
 - a) To work at a rate of approximately a 50%.
 - b) The rate, the man works at.**
 - c) To work at between a 50 and a 75%.

5. 27,77 UMT correspond to:
 - a) 1 second.**
 - b) 0,6 hundredth of a minute.
 - c) 1 hour.

6. The work Sampling is based on:
 - a) A data registry.
 - b) An exhaustive analysis of the time.
 - c) Times observation by chance.**

7. The work Sampling is used mainly in...
 - a) Factories with a great number of equal machines.**
 - b) Factories which make an only component.
 - c) Factories with different cells from manufacture.

ACTIVITIES

8. The main systems of times used in the industry are:
- a) Estimation, timekeeping and data tables.
 - b) Estimation, timekeeping, data tables, predetermined times and work sampling.
 - c) Estimation, timekeeping, data tables, predetermined times and UTM.
9. The main advantages of work Sampling are:
- a) Elimination of the timekeeping.
 - b) Greater precision and homogeneity in the calculations.
 - c) The two answers are correct.
10. The main disadvantages of the work Sampling are:
- a) It requires an important training period.
 - b) It studies very short cycles that escape from the timekeeping.
 - c) The sample must be large enough.

ACTIVITY FOUR- PLANNING AND ORGANISATION:

If it is possible, we recommend that in first place the following activities are made individually and next they are shared with your habitual working group.

1. Is there some organisational system in your enterprise? Comment its operation and its results.
2. Comment the necessary data for the application of a Material Requirements Planning (MRP) and results. What is the object?

ACTIVITIES

3. Identify the types of wastefulness that are in your enterprise and comment briefly the possible solutions to these problems.
4. Comment the viability to implant the system Just in Time (JIT) in your enterprise. Enumerate pros and cons a priori.
5. Try to identify the pros and the cons of the implantation of a system JIT in an average enterprise.
6. Comment the system of movement of Kan-Ban materials. Do you think you save time? Explain why.
7. Do you think the concept of Flexible Manufacture is near? Argue your answers.

ACTIVITY FIVE- QUALITY:

If it is possible, we recommend that in first place the following activities are made individually and next they are shared with your habitual working group.

1. What specific weight does the quality occupy in your enterprise? Do you think that it is the most suitable?
2. What relation does the quality have with the degree of satisfaction of the client? Explains why.
3. Analyse the sentence "the Quality is not created, one makes it", and comment how the different departments from your enterprise can be affected.
4. Which are the working areas of the Department of the Quality Securing. In your enterprise who is in charge to fulfill the quality plans? Are they fulfilled? Argue your answers.
5. Is the Self- control advisable like quality system? Enumerate the pros and the cons.

ACTIVITIES

6. A process of Certification, for example ISO 9000, it is an additional complication, you spend the day filling up papers. Do you agree with the previous affirmation? Argue your answer.
7. Do you think that the quality systems are close to the development of the enterprise? Argue your answer.

ACTIVITY SIX- MOTIVATION:

If it is possible, we recommended that in first place the following activities are made individually and next they are shared with your habitual working group.

1. How does the motivation influence in the achievement of an employee?
2. What can be done to improve the achievement and to avoid the absenteeism?
3. What factors discourage you or the working group you belong to? Who is guilty?
4. Do you think that the law "of the wood and the carrot" is the best method to stimulate an employee to make him work? Argue your answer.
5. Do you think that the enterprises devote more time to persecute the employees than to stimulate them? Argue your reasons.
6. What Theory of Motivation is closest to you? Explain why.
7. Do you think that giving bonus is the best way to stimulate or to motivate the employees? Argue your answer.
8. What would you do if you were in the place of your boss to motivate a group of employees?