

Das Know-how.

Work- and Process Organisation

Seminars and Training Programs
For Effective Production Management

- REFA Basic Training in Work Organisation -

REFA – Germany's leading association in

Work Design

Industrial Organisation

Company Development

REFA Basic Training, part 2

Seminar Process Data Management

The “time” factor plays a leading role in the success of a company. Time data are used for preliminary calculations, capacity planning and scheduling as well as for remuneration design. Successful companies keep on using the classical REFA methods of time study complemented by further methods that were developed to determine times for process chains (throughput times).

The objective of this course is the practical transfer of methods to determine, apply and use work related time and process data. The participants obtain a comprehensive overview of all REFA methods in data determination. Furthermore they will be able to apply the right methods to evaluate and optimise company processes as well as to address questions about remuneration management.

Benefits

Participants acquire the knowledge necessary to understand the interaction between elements of a work system and to describe them, to determine system data, to evaluate them and to analyze a work system with a view to introducing a remuneration system. They acquire the methodology to design work processes. The ability to act independently is emphasized in this course.

Companies obtain personnel with capabilities in the areas of data capture, information processing, data analysis and analysis of remuneration management and achieving results.

Duration of training

Normal seminar duration: 120 lessons

Condensed seminar duration (for college/university graduates): 80 lessons

Condition for Participation (recommended)

Successful completion of the seminar Work System and Process Design.

Exam / Certificate

The course ends with a final test. Successful participants receive the REFA Certificate Process Data Management.

After the successful completion of both training courses, Work System and Process Design as well as Process Data Management, participants are awarded the **REFA Basic Degree in Work Organisation**.

Training contents of the REFA Basic Training, part 2

1st training unit

Data determination I

- Introduction to process data management
- Determination of time data
 - REFA standard programme time study
 - Time study techniques
 - Time measurement instruments
 - Sequence of work process sections
 - Time study sheets
- Performance rating
- Time study and evaluation
 - REFA standard programme “Evaluation of time studies”
 - Statistical evaluation
 - Exercises in measurement and evaluation
- Allowance time study
 - Execution and evaluation of allowance time studies (REFA standard programme)
 - Calculation of allowance time percentage
- Recovery time
- Group work (time data)
- Multiple position work (time data)

2nd training unit

Data determination II

- Activity sampling
 - Execution and evaluation of activity sampling (REFA standard programme)
 - Fields of application
 - Exercises
- Comparing and estimating
- Interviewing and self-registration
- Predetermined time systems
- Standard times
 - REFA standard programme “Standard Time Determination”
 - Representing standard times in tables
 - Statistical verification of influencing factors
- Production data recording
- Process evaluation and key numbers

3rd training unit

Working time and remuneration

- Flexible working- and business times
 - Fundamental approaches of working time design
 - Selected working time models
- Determination of job requirements
 - Summary procedure to determine job requirements
 - Analytical procedure to determine job requirements
 - REFA standard programme “Requirement determination” (work evaluation)
 - Methods for the quantification of requirements (work evaluation methods)
- Flexible remuneration management
 - Remuneration principles
 - Methods for performance-related remuneration differentiation
- Group work and team work
- Work pedagogic and qualification

Applied process and data engineering

- Material flow and simulation
 - Systematic approach towards planning and design of material systems
 - Exercise on the meaning of simulation for tasks in planning and design

REFA Basic Training, part 2

- final test