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3 Easy Ways to Register!

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* E-mail: registration@mdworks.com
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10270 Old Columbia Rd, Suite 100
Columbia, MD 21046-1854

TIME STUDIES WORK MEASUREMENTS

Wednesday, April 11, 2012

9:30 a.m. – 3:00 p.m

Registration begins at 9:00 am

The purpose of this one-day training workshop is to provide the participants with an understanding of the Time Study process. This course prepares operations and rehabilitation staff to conduct Time Studies for establishing the non-disabled production standard, and to accurately measure the productivity of employees to these standards.

Here's what you'll learn:

- Understanding how and why Time Studies are performed
- Understanding the Time Study process.
 - Role of the job description
 - Importance of a well written Task Analysis
 - Understand how to perform the Time Study for setting standards
 - How to measure the productivity of your workers in the most accurate and fair way
- Learn about the Department of Labor (DOL) regulations that pertain to Time Studies
- Learn how Time Studies can help you manage your projects
- Learn how Time Studies can be used as a Rehabilitation Tool
- Learn about project process mapping, and how it plays a role in the Time Study process.
- Understand what "Disabled for the Work" means, and why it is critical when paying a commensurate wage
- Learn the most common violations found in a DOL Audit

Presenters: Blaine Robinson from NISH's National Office Service Team will serve as the instructor for this course.

Name _____ Title _____

Organization: _____ Email _____

Address: _____ City _____ State _____ Zip _____

Phone ____/____/____ Fax: ____/____/____

___ **Member** @ \$50.00 (\$45.00 for each additional attendee from
the same agency)
___ **Non-Member** @ 75.00

Method of payment: ___ **Visa** ___ **Mastercard** ___ **Check** enclosed (payable to Maryland Works, Inc)

Card number _____ Exp _____ CSC Code _____ (3 digit code on back of CC)

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ADA Accommodations (please specify) _____

Deadline for special needs is two weeks prior to program date

48 Hour cancellation notice for refund. Not deductible as a charitable contribution, may be deducted as a business expense.