



Maryland Works, Inc.

10270 Old Columbia Rd., Suite 100, Columbia, MD 21046  
410-381-8660 \* FAX 410-381-1558  
www.mdworks.com

## TIME STUDIES WORK MEASUREMENTS

Thursday, September 16, 2010  
9:30 a.m. – 3:00 p.m

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: ____/____/____	<input type="checkbox"/> Maryland Works Members - <b>FREE</b> <input type="checkbox"/> <b>Non-Member @ \$65.00</b>
<b>Method of payment:</b> <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Check enclosed (payable to Maryland Works, Inc)	
Card number _____ Exp _____ CSC Code _____ (3 digit code on back of cc)	
Name as it appears on the card _____	<b>3 Easy Ways to Register!</b> *Fax: 410-381-1558 * E-mail: registration@mdworks.com *Mail to: Maryland Works, Inc. 1 0270 Old Columbia Rd, Suite 100 Columbia, MD 21046-1854
Signature _____	
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.