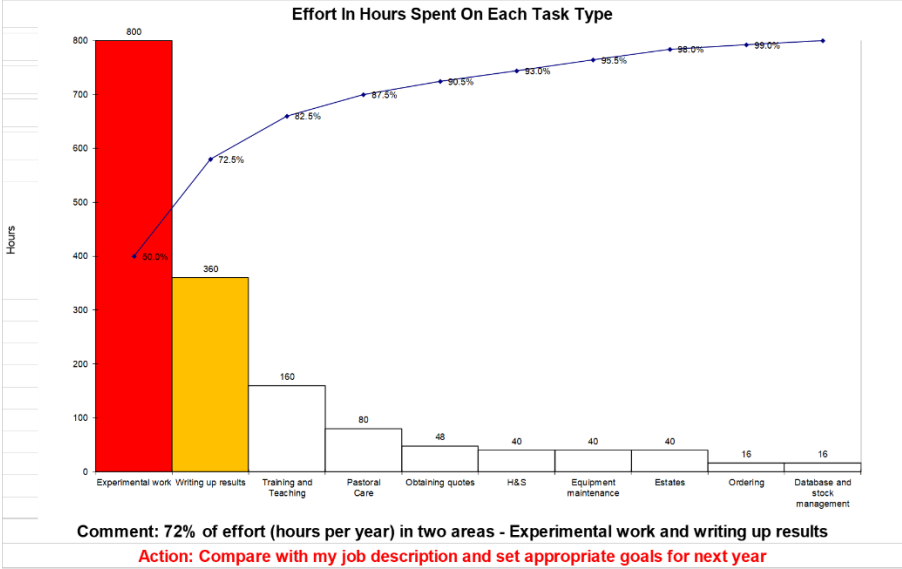


<p>Title: How to assess your annual/termly task output: 1-to-1 drop in sessions (Know what a standard is, understand the benefits of applying a standardized 'factory' process to your workplace.)</p>																																																																									
<p>Overview / Session Description</p>	<p>This is a chance before the academic year begins to step back and consider the volume and type of work that flows across your workbench in a set period (12 months/term). In a 1-to-1 setting on Zoom, you will get an introduction to the 'Pareto Principle' and have an opportunity to practice creating a work load 'Pareto Chart' to use at your appraisal or introduce to your team.</p>																																																																								
<p>Audience</p>	<p>Technicians from the 8 MI partner institutions</p>																																																																								
<p>Duration</p>	<ul style="list-style-type: none"> • A one hour 1-to-1 online virtual session; • A standalone session 																																																																								
<p>Session details</p>	<p>10th Aug (session 1 10.00-11.00; session 2 15.00-16.00) 11th Aug (session 3 11.00-12.00; session 4 13.00-14.00) 12th Aug (session 5 10.00-11.00; session 6 15.00-16.00) 24th Aug (session 7 10.00-11.00; session 8 15.00-16.00) 25th Aug (session 9 11.00-12.00; session 10 13.00-14.00) 26th Aug (session 11 10.00-11.00; session 12 15.00-16.00)</p>																																																																								
<p>Session Aim(s) and Objectives</p>	<ul style="list-style-type: none"> • Introduction to 'Pareto Principle' and practice creating a 'Pareto Chart' to use at your appraisal. • A chance before the academic year begins to step back and consider the volume and type of work that flows across your workbench in a set period (12 months/term). • Provide an opportunity to network (virtually) and have peer and inter-institutional support and learning. 																																																																								
<p>Key Learning Outcomes</p>	<ul style="list-style-type: none"> • Introduction to 'Pareto Principle', one of the 7 Basic Quality Tools • An insight to the Technician's volume and type of work • Networking opportunity. 																																																																								
<p>Structure of the session and key activities for participants</p>	<ul style="list-style-type: none"> • Collection of data on a Check Sheet (one of the 7 Basic Quality Tools). <table border="1" data-bbox="454 1473 1348 1870"> <thead> <tr> <th>Activity Type</th> <th>% of load</th> <th>% of task</th> <th># jobs in a year (approx)</th> <th>average time (hrs)</th> <th>Total hours</th> </tr> </thead> <tbody> <tr> <td>Experimental work</td> <td>50</td> <td>8</td> <td>40</td> <td>20</td> <td>800</td> </tr> <tr> <td>Training and Teaching</td> <td>10</td> <td>31</td> <td>160</td> <td>1</td> <td>160</td> </tr> <tr> <td>H&S (writing docs, lab inspections)</td> <td>2.5</td> <td>4</td> <td>20</td> <td>2</td> <td>40</td> </tr> <tr> <td>Ordering</td> <td>1</td> <td>13</td> <td>64</td> <td>0.25</td> <td>16</td> </tr> <tr> <td>Obtaining quotes</td> <td>3</td> <td>9</td> <td>48</td> <td>1</td> <td>48</td> </tr> <tr> <td>Writing up results</td> <td>22.5</td> <td>8</td> <td>40</td> <td>9</td> <td>360</td> </tr> <tr> <td>Equipment maintenance</td> <td>2.5</td> <td>8</td> <td>40</td> <td>1</td> <td>40</td> </tr> <tr> <td>Database and stock management</td> <td>1</td> <td>3</td> <td>16</td> <td>1</td> <td>16</td> </tr> <tr> <td>Pastoral Care</td> <td>5</td> <td>8</td> <td>40</td> <td>2</td> <td>80</td> </tr> <tr> <td>Estates discussions</td> <td>2.5</td> <td>8</td> <td>40</td> <td>1</td> <td>40</td> </tr> <tr> <td>TOTAL</td> <td>100</td> <td>100</td> <td>508</td> <td>n/a</td> <td>1600</td> </tr> </tbody> </table> • Introduction to 'Pareto Principle' 	Activity Type	% of load	% of task	# jobs in a year (approx)	average time (hrs)	Total hours	Experimental work	50	8	40	20	800	Training and Teaching	10	31	160	1	160	H&S (writing docs, lab inspections)	2.5	4	20	2	40	Ordering	1	13	64	0.25	16	Obtaining quotes	3	9	48	1	48	Writing up results	22.5	8	40	9	360	Equipment maintenance	2.5	8	40	1	40	Database and stock management	1	3	16	1	16	Pastoral Care	5	8	40	2	80	Estates discussions	2.5	8	40	1	40	TOTAL	100	100	508	n/a	1600
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	<ul style="list-style-type: none"> Apply data from Check Sheet and create a Pareto Chart, one of the 7 Basic Quality Tools  <p>Comment: 72% of effort (hours per year) in two areas - Experimental work and writing up results Action: Compare with my job description and set appropriate goals for next year</p> <ul style="list-style-type: none"> Agree actions and outputs
Delivery mode	Online / virtual session using Zoom and sharing Excel on the screen
Session requirements	<ul style="list-style-type: none"> Internet access required Computer with mic and camera Attendees will need access to a computer/ laptop. (The zoom link will be sent prior to the session, therefore you are not required to download the relevant app.)
Pre-work / post-work requirements	Pre-work: To read / prepare relevant materials, if applicable - will be no more than 30 mins pre-work. Post-work: Complete feedback form
How to book	Sign up to our training courses here
Course facilitator	Ed Bowerman
Related session	Not applicable.