

# Timing and Methods Analysis (ATM)

## Saturday Course

### Aim of the Course

*This Course is aimed at all Professionals who are involved in organizing work and who want to be updated on new organizational models, to be in tune with the current market requirements (speed, price, service).*

*Cost reduction, which is the result of an efficient organizational structure, is strictly related to the enhancement of human and technical factors within a company. Decisions must be attentively considered and their effectiveness derives from a deep analysis of technical know-how and from the organic employment of workers' abilities.*

*Studying methods, determining and monitoring job-timing, planning logistic processes are techniques that submit every single work process to a deep analysis in order to eliminate any superfluous operation and find the most suitable, fastest, cheapest and safest method in the production process.*

*The Course design enables attendees to gain understanding in operating techniques related to organizational functions, timing and methods, giving them suitable tools to analyze and interpret problems in the structure of a company, studying its organizational systems, procedures, variations and its related organizational groundbreaking methods.*

### Enrollment Eligibility

*Open course*

### Duration and Frequency

*Duration: 140 total hours*

*Frequency: on Saturday every 14 days*

### Location and Start days

**Ancona** 19 October 2024

### Academic resources

*Teaching handouts about: time-keeping, organization, cutting room, production capacity, professional figures like the analyst, the teacher, the department supervisor; various sets of forms; equipment for M.T.M.; every attendee will be provided with an industrial chronometer which displays time in hundredth of a minute. The Course will be enhanced by slides on an overhead projector and by the screening of videos.*

### Faculty qualifications

*Diploma or technical degree, A.T.M. and production planning diploma, several years of proven working experience and consulting service in fashion business, permanent teacher's assistance for 3/5 years, training updates in this specific area.*



## Terms of Payment

**Tuition Fees: € 4.200,00**

**Enrollment: € 1.800,00** due at subscription.

**Balance: € 800,00** due within March

€ 800,00 due within April

€ 800,00 due within May

## Final Diploma

Upon passing the Final Exam, students will get a "Timing and Methods Analyst" Diploma.

## Enrollment Papers

1) **EU Citizens and Switzerland Citizens:** a copy of Identity Card; n. 1 digital passport photo; a copy of diploma or self - certification; a copy of Social Security Number (SSN) / Tax Code.

2) **NON EU Citizens:** a passport copy and a Student Visa; n. 1 digital passport photo; a copy of the Social Security Number (SSN) / Tax Code.

## PROGRAMME

### Introduction

*Presentation of the Course;*

*historical notes on origins, development and theories of organization;*

*human factor;*

*organizational change ;*

*staff motivation;*

*communication techniques;*

*resistance to change;*

*creation of target groups focused on efficiency and effectiveness.*

### Methods organization

*Methods and ergonomics ;*

*study of man at work;*

*procedure schemes;*

*fundamental movements of M.T.M.;*

*limitating motion - time principle;*

*practical application of M.T.M.*

### Productive system organization

*Self-notation and data registration of rhythm, efficiency and calibration;*

*Workplace design and optimization;*

*principal and secondary elements partition;*

*motion time measurement ;*

*Time standardization;*

*detected timing increase;*

*identification of reliability and key performance indicators / work timing;*

*determination of productivity and process design (performance, efficiency);*

*environmental factors and possible improvements;*

*elaboration of a theoretic production - plan.*



### **Costs and Organization**

*Practical application of methods and work measurement techniques;*  
*basic garment and its functions;*  
*pricing of the product;*  
*index tendency when applied a further cost modification;*  
*personnel training;*  
*staff-sizing system (planning and operating departments);*  
*business economics notions;*  
*plan development and inner transports (production lay-out);*  
*layout for line production, batch production, cell layout etc.;*  
*product industrialization;*  
*cutting room (different types of cutting rooms and time measurement);*  
*IT applied to the function of production organization;*  
*cellular design (from line of work to team work).*

### **For further information please contact:**

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