



JA COMPANY PROGRAM VP PRODUCTION





AGENDA

- **Introductions & Icebreakers**
- **Production Tasks**
- **Supply Chain**
- **Quality Control**
- **BREAK**
- **Safety**
- **Negotiation**
- **Pitfalls & Tips**
- **Takeaways**





INTRODUCTIONS

Partner up!

- Why did you want to run for VP Production?
- What are you most excited for?
- What are you most nervous about?
- How have you found CP so far?
- What do you like to do in your free time?



[15 min – including instructions]

We've introduced ourselves! Now it's your turn!

Remember not to move until I say go.

Turn to the person beside you.

You will have 7 minutes to complete this activity.

Exchange names, emails, phone numbers (*You never know when it might be helpful! These are people doing the same role as you. Build your network now!*)

Play rock, paper, scissors

Whoever won should go first

Set a timer on your phone to 90 seconds

Spend two minutes introducing yourself about the topics on the screen

Reset the timer and switch places

At the end of the 7 minutes, I will call on pairs to introduce - NOT yourselves - your partners!

Any questions? Everyone understands? GO!

Slide 6



[5 min – including instructions]

One last activity to get a gage of the room.

First, First stand up if you are from...

York

Toronto

Halton

Durham

Peel

Close your eyes. Stand up if...

Have you taken or are you currently taking a business course?

Open your eyes

Wow! Look at that. For those of you taking a business course, this is a great extension and application of what you're learning. For those of you who haven't, koodos to you for trying something new! To all, this is an amazing opportunity you've decided to participate in.

Sit down and close your eyes. Stand up if...

Is this your first time joining CP?

Open your eyes

Really interesting! For those coming back, why did you decide to come back? Do you plan on doing something differently this year?

Take answers

Sit down and close your eyes. Stand up if...

You are you nervous to be joining CP?

Open your eyes

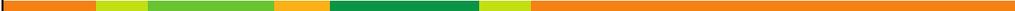
Hey! You were brave enough to admit you're feeling nervous! That's already a great first step! You're doing something very courageous and fulfilling, trying and learning something new, and that makes great leadership!

Okay sit down!



MAIN PRODUCTION TASKS

- Manage employees and operation of the company's manufacturing, whether in-house or sub-contracted
- Ensure manufacturing capabilities meet or exceed all industry and customer requirements for cost, quality and responsiveness
- Work closely with the President and other VPs on manufacturing plans, goals, and future product innovations
- Develop and manage budgeting and budget execution with a focus on product costs and margins
- Direct all production control, production process development, quality systems, purchasing, and shipping/receiving activities
- Develop a production plan, including estimate production costs, production schedules and setting production goals
- Establish a safety program and supervise all members in the production process
- Develop a system for monitoring product quality
- If appropriate, find contractors/manufacturers and negotiate prices and deadlines
- Initiate purchase orders and maintain an adequate supply of all materials needed for production
- Co-ordinate production training
- Maintain production records and monitor supplies of raw materials



[15 min]

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MANAGING YOUR TEAM

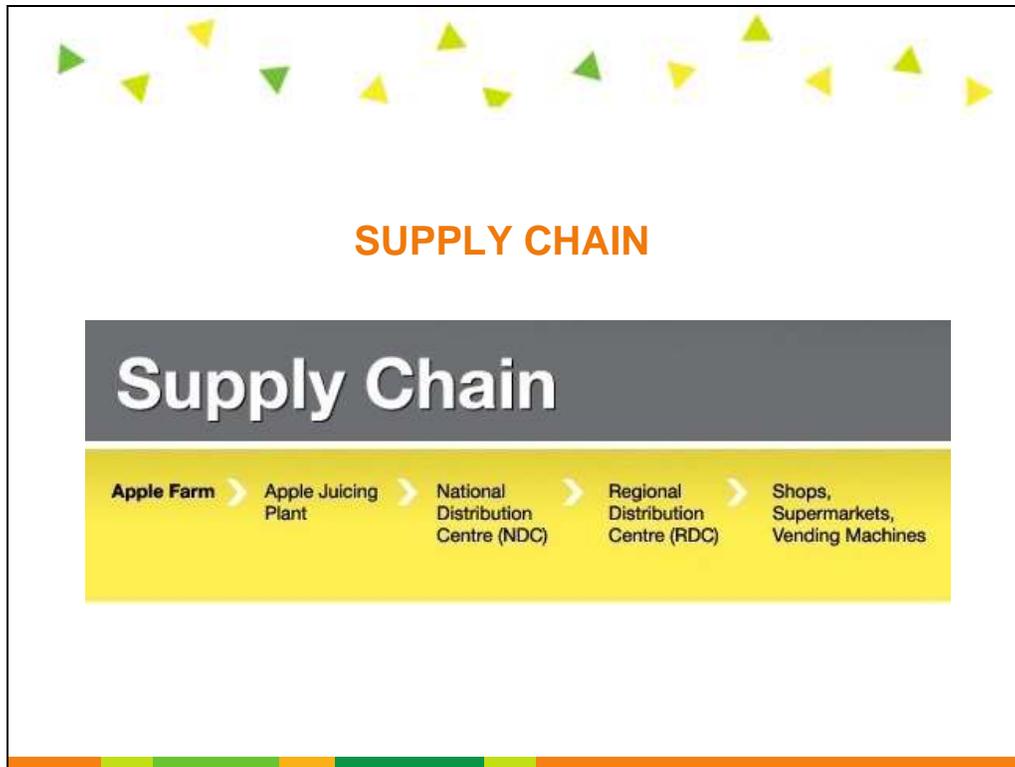
WHAT TO RECORD IN EACH COLUMN OF A TOPIC TABLE:

TASK	LEADER	DEADLINE	RESULTS	STATUS
<i>Actions related to the topic</i>	<i>Who is primarily in charge?</i>	<i>Date for completion</i>	<i>Was a decision made? Next steps? Other results?</i>	<i>Complete? Pending? Research? Other?</i>



[2 min]

You can organize tasks similar to the table on this slide to stay organized.



20 minutes

Ask participants:

What is a supply chain?

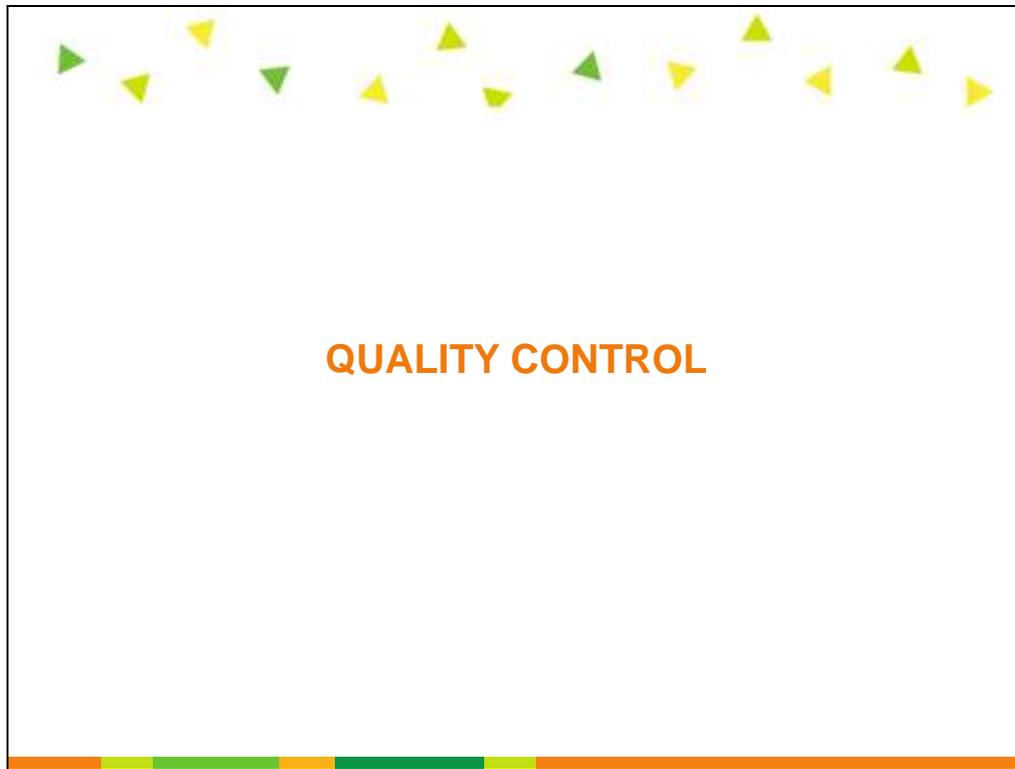
The supply chain is the process or sequence used to produce and distribute a product. Many people think of the supply chain as a network between a business and its suppliers.

A high level example of a supply chain is on the slide.

In small groups have students try to create the supply chain for a common product such as a chair or cupcakes or Starbucks coffee. Have some groups share with the whole group. They should answer questions like: What did it take to make this product? What materials were needed? How did those materials get to the manufacturer? How did the manufacturer create the product? How was the product distributed to the customer?

These are the sorts of things that all businesses, including your own JA Company, need to think about. By learning more about the supply chain, you will be better able to effectively create your own for your product or service.

Do you think everyone in a company knows how to do all the jobs in the supply chain? All employees should understand the supply chain. The more that everyone understands how their work fits into the whole process, the better that process will work. Clear communication and training is key.



10 minutes

Ask the students why they think Quality Control is important? What does it affect if it goes wrong?

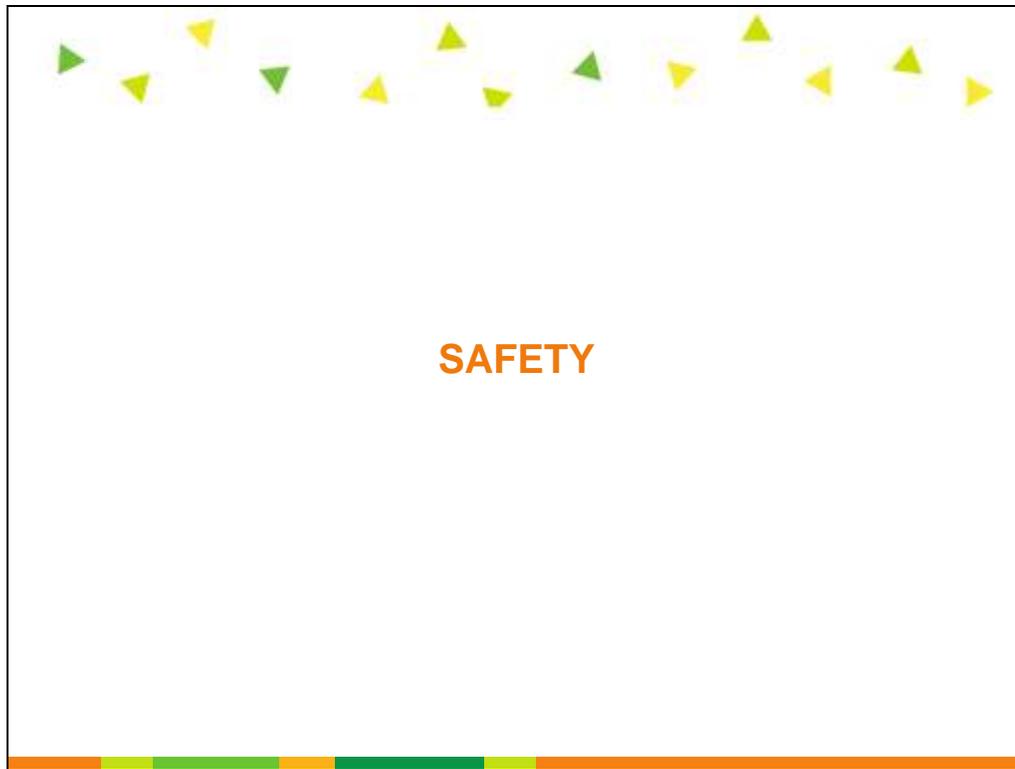
Quality control is a critical part of the supply chain, since it ensures that a company delivers products that meet a customer's expectations.

Quality control also keeps both employees and customers safe, while reducing waste.

The need for quality control means that businesses have to plan ahead and decide what standards to follow. For example, a software company might commit to creating software that is 98% bug-free.

It is not enough to just make a quality control plan and set standards. The plan must also include feedback loops. That means that companies need to find ways to measure their quality in different spots throughout the supply chain.

These measurements help companies spot places where they can fix issues or improve the efficiency of the process. For example, the software company might conduct early testing of a program to spot bugs before developing the final product.



15 minutes

Another really important reason to think about quality control is to keep both employees and customers safe.

A messy work environment is a great example. What could happen if your employees work in a very messy setting? What might happen to employees? What would the effect be on the quality of the product?

Often, when people are unable to find what they need or when things are left sitting out, valuable time is lost for producing the product. Sometimes, this can even cause accidents for employees or create unsafe products for consumers.

The 5 Whys is a technique that was developed by the founder of Toyota in order to get to the root of problems in production and quality control. Explain to participants:

The quality control process allows you to spot problems in your supply chain or other parts of the business. But what should you do when you identify a problem? How can you get to the root of the issue?

The founder of Toyota Industries created a useful tool for finding the reasons behind issues identified by quality control. This tool is called a 5-Why Analysis.

You can use the 5-Whys whenever you find a problem or defect in your supply chain. Once you identify the problem, ask why that answer came up. Repeat this process. By the time you have asked “why” five times, you will most likely have come to the root cause of the problem.

Have the students turn to their neighbor and complete the 5-whys for the problem: I keep turning in my homework late.

Example of what students might say:

Problem: I keep turning in my homework late.

Why?: Because I forget to do it the night before.

Why?: Because I forget to write it in my assignment book.

Why?: Because I usually leave my assignment book at home by accident.

Why?: Because when I clean my room, I never put it in the spot near my backpack.

In this case, the root cause was identified after four “why” questions. The root cause is that the student forgot to put her assignment book near her backpack. A solution could be to put the book in the same spot every night by the backpack, which should ultimately help her turn her homework in on time.

NEGOTIATION

Target point - the point at which a negotiator would like to conclude negotiations. It is his/her optimistic goal for a specific issue.

Resistance or Reservation point - the point beyond which a negotiator is unwilling to settle is here. On the demand side, it is the highest price that a buyer is willing to pay; on the supply side, it is the lowest price at which a seller is willing to sell a good or service.

Bargaining zone or range - the spread between the two parties resistance points.

BUYING A HOUSE

bargaining range

seller's reservation point buyer's reservation point

5 minutes

Introduce the topic of negotiation. How will you get a store owner to sell your product? How do you determine a good price from your supplier?

NEGOTIATION STYLES

Competitive Style: *To try to gain all there is to gain*

Accommodative Style: *To be willing to yield all there is to yield*

Compromising Style: *To try to split the difference or find an intermediate point according to some principle*

Collaborative Style: *To try to find the maximum possible gain for both parties – by exploring the interests of all the parties – and often by enlarging the pie*

BUYING A HOUSE

bargaining range

seller's reservation point buyer's reservation point

5 minutes



YOUR TURN

*One partner will be the producer and one will be the buyer.
The buyer wants to make a product for \$10/unit and the
producer (seller) says it will be \$15/unit.*

*You also want the production to be completed by Dec. 1st
and your source says it won't be completed until December
20th. Negotiate a price and a time line.*



10 minutes

Have students get into pairs. One partner will be the producer and one will be the buyer. The buyer wants to make a product for \$10/unit and the producer (seller) says it will be \$15/unit. You also want the production to be completed by Dec. 1st and your source says it won't be completed until December 20th. Negotiate a price and a time line.



[10 mins]

[1 min]

Write a pitfall you're most personally worried about or vulnerable to on a piece of paper. Advise them to crumple it up and throw it somewhere in the room.

[2 mins]

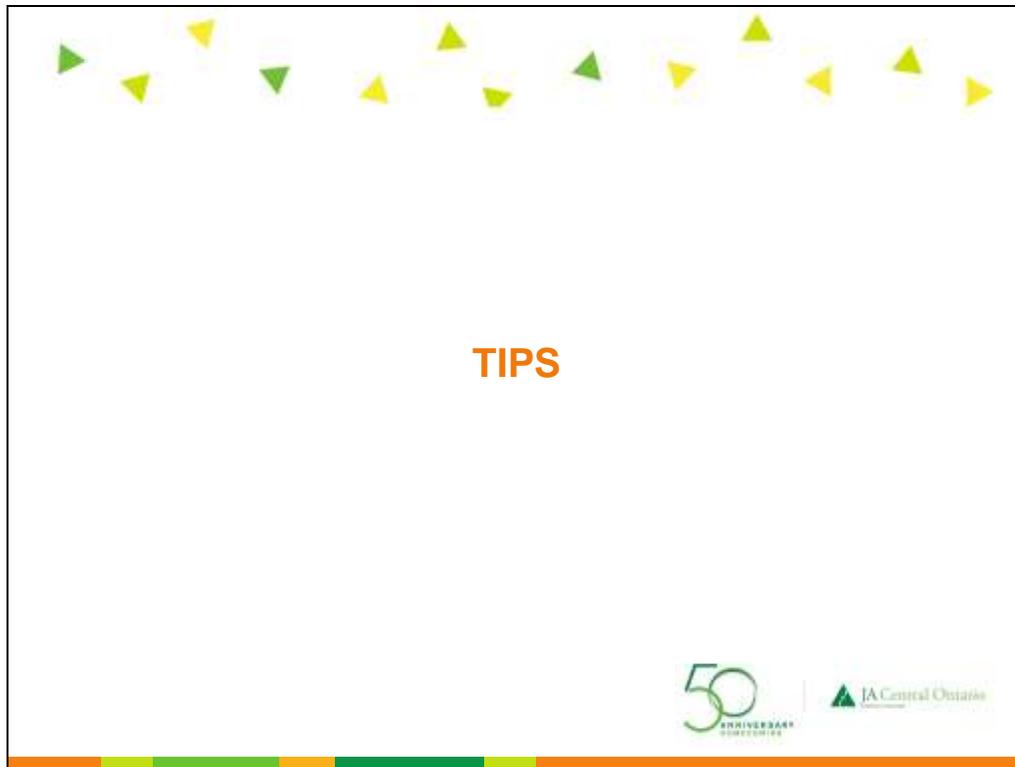
Advise students to pick up a crumpled piece of paper. Uncrumple it and read the pitfall. Write down a tip or word of advice. Tell them they have 2 minutes to do this.

[2 mins]

Ask them to crumple it up and throw it again. Repeat without throwing it away.

[3 mins]

Ask students to read out their pieces of paper to the room OR discuss with their partner beside them



[10 mins]

Research the supplier's background, their reputation, try and contact a consumer of their that have used them before

Have back up suppliers

Be aware of your bottlenecks (what process is slowing you down most)

Weigh your choices of local vs. foreign

Don't be afraid to negotiate, and research reasonable prices and what you want to pay

Learn to delegate task, you don't have to do it all yourself

Work with marketing to create practical and brand consistent packaging