



Welcome

We presenting...



JOB DESIGN

WORK STUDY

WORK MEASUREMENT



• JOB DESIGN

DEFINITION : 'Job Design is the process of deciding on the content of a job in terms of its duties and responsibilities; on the methods to be used in carrying out the job, in terms of techniques, systems and procedures and on the relationships that should exist between the job holder and the superiors, subordinates and colleagues.'

- Involves determining

- What is to be done (i.e., responses)
- How it is to be done (i.e., tools etc.)
- Why it is to be done (i.e., purpose)

- It takes into account all factors which affect the work, and organizes the content and tasks so that the whole job is less likely to be a risk to the employee.

- The objective of job design is therefore, to develop work assignments



TECNIQUES OF JOB DESIGN

1. Simplification of job

2. Job enlargement

3. Job enrichment

4. Job rotation



• WORK STUDY

➤ INTRODUCTION;

- With increasing complexities of the technological world, need to simplify the work system have been increasing day by day.
- Work study is an area of knowledge that addresses the problem of work simplification with the basic objectives of productivity enhancement, human comfort & safety.

➤ DEFINITION;

“Work study is defined as that body of knowledge concerned with analysis of the work methods & the standardization of proposed work methods.”



■ PRINCIPLES OF WORK STUDY

1. Must come from the top level management.
2. People made aware of the objectives & the need of the exercising such study.
3. Method study must precede work measurement.

■ BENEFITS OF WORK STUDY

1. Increased productivity & operational efficiency
2. Reduced manufacturing costs
3. Improved work place layout
4. Better manpower planning & capacity planning.



Work study is defined as that body of knowledge concerned with the analysis of the work methods and the equipment used in performing a job, the design of an optimum work method and the standardization of proposed work methods.”



WORK MEASUREMENT

➤ Introduction

- Work measurement is the application of techniques designed to establish the time for a qualified worker to carry out specified jobs at a defined level of performance.
- Work measurement is concerned with investigating, reducing and eliminating ineffective time, whatever may be the cause.
- Work measurement is the means of measuring the time taken in the performance of an operation or series of operations in such a way that the ineffective time is shown up and can be separated out.
- In practice, proving existence of the ineffective time is the most difficult task.
- After existence is proved, nature and extent is easy to see!



The Uses of Work Measurement

- ❖ Revealing existing causes of ineffective time through study, important though it is, is perhaps less important in the long term than the setting of sound time standards, since these will continue to apply as long as the work to which they refer continues to be done.
- ❖ In the process of setting standards it may be necessary to use work measurement
- ❖ To provide information on which the planning and scheduling of production can be based, including the plant and labor requirements for carrying out the programme of work and the utilization of available capacity.



Purpose of WORK MEASUREMENT

- To reveal the nature and extent of ineffective time, from whatever cause
- Action can be taken to eliminate it
- To set standards of performance that are attainable only if all avoidable ineffective time is eliminated and work is performed by the best method available.



Work measurement techniques

1. **Historical data method**-It uses the past performance data to set performance standards.
2. **Time study**-It uses stop watch and is best suited for short-cycle repetitive jobs.
3. **Work sampling**- Here, workers are observed many times at random.
4. **Synthesis method**- Here, the full job is divided into element or parts.
5. **Predetermined motion time system (PMTS)**- Here, normally, three times are fixed for one job namely; normal, fast, and very-fast.
6. **Analytical estimating**- It is used for fixing the standard time for jobs, which are very long and repetitive.



Introduction



- Cross-Tab is a leading marketing services and a market research outsourcing company. It offers full range of market research operations, marketing services, and data analytics solutions to clients combined with strong technology and process orientation.

- Established in the year 2000.



Global Footprint

Cross-Tab group is a fast growing organization with large global presence. While most of our service delivery centers are located in multiple locations in India, we have an ever increasing footprint of client service and business development teams in the US, Western Europe and Asia.



NEWS & EVENTS



RESOURCES

Processes involved





cross-tab
transforming market research

JOB DESIGN

- What is to be done (i.e., responses)
- How it is to be done (i.e., tools etc.)
- Why it is to be done (i.e., purpose)

WORK STUDY

- Standard methods.
- Division of work and work flow.

WORK MEASUREMENT

- Estimated time required to do the particular job.
- Complexity of work is also measured.





thank you!

thank you!

thank you!

thank you!

thank you!

thank you!

thank you!

thank you!