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Work study and productivity; 2. How operational time is made up; 2. Interrelationship of the various methods used to reduce ineffective time; 3. Basic and added work content; 4. How management techniques can reduce ineffective time. Part One. Productivity, work study and the human factor1. Why is work study valuable?; 3. Work study, the approach; 2.

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This highly successful book, which describes the basic techniques of work study as practiced in many parts of the world, has been widely recognized as the best available introduction to the subject for work study practitioners, teachers and students. It provides training in method study and work measurement and covers not only machine shops but also process industries, the services sector and office work. Reference is made throughout to the use of information systems and computerization to solve work study problems. It also covers production management approaches and their relation to work study. Numerous illustrations and examples of work study practice are included as well.

Unrivalled coverage of a broad spectrum of industrial engineering concepts and applications The Handbook of Industrial Engineering, Third Edition contains a vast array of timely and useful methodologies for achieving increased productivity, quality, and competitiveness and improving the quality of working life in manufacturing and service industries. This astoundingly comprehensive resource also provides a cohesive structure to the discipline of industrial engineering with four major classifications: technology; performance improvement management; management, planning, and design control; and decision-making methods. Completely updated and expanded to reflect nearly a decade of important developments in the field, this Third Edition features a wealth of new information on project management, supply-chain management and logistics, and systems related to service industries. Other important features of this essential reference include: * More than 1,000 helpful tables, graphs, figures, and formulas * Step-by-step descriptions of hundreds of problem-solving methodologies * Hundreds of clear, easy-to-follow application examples * Contributions from 176 accomplished international professionals with diverse training and affiliations * More than 4,000 citations for further reading The Handbook of Industrial Engineering, Third Edition is an immensely useful one-stop resource for industrial engineers and technical support personnel in corporations of any size; continuous process and discrete part manufacturing industries; and all types of service industries, from healthcare to hospitality, from retailing to finance. Of related interest . . . HANDBOOK OF HUMAN FACTORS AND ERGONOMICS, Second Edition Edited by Gavriel Salvendy (0-471-11690-4) 2,165 pages 60 chapters "A comprehensive guide that contains practical knowledge and technical background on virtually all aspects of physical, cognitive, and social ergonomics. As such, it can be a valuable source of information for any individual or organization committed to providing competitive, high-quality products and safe, productive work environments."-John F. Smith Jr., Chairman of the Board, Chief Executive Officer and President, General Motors Corporation (From the Foreword)

Although there is great debate about how work is changing, there is a clear consensus that changes are fundamental and ongoing. The Changing Nature of Work examines the evidence for change in the world of work. The committee provides a clearly illustrated framework for understanding changes in work and these implications for analyzing the structure of occupations in both the civilian and military sectors. This volume explores the increasing demographic diversity of the workforce, the fluidity of boundaries between lines of work, the interdependent choices for how work is structured-and ultimately, the need for an integrated systematic approach to understanding how work is changing. The book offers a rich array of data and highlighted examples on: Markets, technology, and many other external conditions affecting the nature of work. Research findings on American workers and how they feel about work. Downsizing and the trend toward flatter organizational hierarchies. Autonomy, complexity, and other aspects of work structure. The committee reviews the evolution of occupational analysis and examines the effectiveness of the latest systems in characterizing current and projected changes in civilian and military work. The occupational structure and changing work requirements in the Army are presented as a case study.

For close to 20 years, "Industrial Engineering and Production Management" has been a successful text for students of Mechanical, Production and Industrial Engineering while also being equally helpful for students of other courses including Management. Divided in 5 parts and 52 chapters, the text combines theory with examples to provide in-depth coverage of the subject.

To be able to compete successfully both at national and international levels, production systems and equipment must perform at levels not even thinkable a decade ago. Requirements for increased product quality, reduced throughput time and enhanced operating effectiveness within a rapidly changing customer demand environment continue to demand a high maintenance performance. In some cases, maintenance is required to increase operational effectiveness and revenues and customer satisfaction while reducing capital, operating and support costs. This may be the largest challenge facing production enterprises these days. For this, maintenance strategy is required to be aligned with the production logistics and also to keep updated with the current best practices. Maintenance has become a multidisciplinary activity and one may come across situations in which maintenance is the responsibility of people whose training is not engineering. This handbook aims to assist at different levels of understanding whether the manager is an engineer, a production manager, an experienced maintenance practitioner or a beginner. Topics selected to be included in this handbook cover a wide range of issues in the area of maintenance management and engineering to cater for all those interested in maintenance whether practitioners or researchers. This handbook is divided into 6 parts and contains 26 chapters covering a wide range of topics related to maintenance management and engineering.

This study presents an introduction to the field of human relations, examining every major aspect of the relationships between people in work settings, including diversity, quality and work teams. The updated text aims to provide the practical skills and insights students need, and includes action exercises and case studies to help them apply the theoretical concepts to real-life situations.

Job and Work Analysis: Methods, Research, and Applications for Human Resource Management provides students and professionals alike with an in-depth exploration of job analysis. Job analysis encompasses a wide range of crucial topics that help us understand what people do at work and why. This one-of-a-kind text expertly unpacks the best job analysis methods and then illustrates how to apply these methods to solve some of the most common workplace problems. Readers will learn the best practices for helping people work smarter, improving hiring and training, making jobs safer, and providing a satisfying work environment. The new Third Edition includes new references, the latest research findings, and expanded discussions of competency models, teams, and O*NET.