

GETTING THE WORK OUT

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MANUAL 8

THE MODERN FOREMANSHIP AND PRODUCTION METHODS COURSE

The Tested Experience of Practical Production Men

Assembled, Organized, and Edited by

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Probably you have admired some foreman you know because of the way he has been able to forge ahead. His department is always running smoothly; nothing seems to interrupt production; his promise to have a job finished at a certain time can be relied on; the management and the workers have confidence in him because he gets the work out; and he is reported to be the best-paid foreman in the shop.

No doubt you too have wished for a greater measure of the self-confidence and the other factors which go with the ability to get the work out.

In this manual 5,000 production men have "let you in" on their "secrets" for getting the work out. And like many other confidences, they are not real secrets, but are principles which can be learned and which when put into practice, simplify the production problems you are called upon to face.

The experiences of these practical men show that there are only four steps to any job. If these are performed properly and in the proper order, and if the personal production qualities described in previous manuals are developed, you, too, will be able to get the work out as promised and win the confidence of those with whom you work.

THE MODERN FOREMANSHIP COUNCIL

There are production managers, practicing foremen, executive officers, labor managers, and educators on this Foremanship and Production Methods Council.

Tho from different walks of life, they have one strong tie binding them together—that is, their experience with and interest in the work of modern foremen and production.

The Council reviews the course and lessons and serves in an advisory capacity. It brings to bear on the planning, organization, presentation, and service of the Modern Foremanship and Production Methods Course the judgment of many experts in practically every line of industry. You profit by their tested experience exactly as you do by your own.

THE MODERN FOREMANSHIP COUNCIL

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