



**Canadian
Manufacturers &
Exporters**

2017 Manufacturing Month BC Plant Tour Host Planning Guide & Tour Sign Up Form

Plant Tour Objective

To provide youth, faculty and government representatives with the opportunity to explore and see “hands on” manufacturing at leading edge companies.

Tour topics

Should focus on **the importance of manufacturing**:

- Highlight number of employees, why it would be cool to work at your organization.
- What are your current challenges and how you think youth can help?
- Feature specific skills required to work there - from entry level to specialized areas.
- Feature anything that is being done “radically” different - What's Your Wow Factor?
- What you are doing to grow, innovate and remain competitive in today's global marketplace?

Timing

We suggest that approximately 15 – 30 minutes be used to do opening presentations, telling a bit about your company and what they will see on the tour. Your presentation should include:

- Housekeeping (Evacuation, washrooms, tour etiquette, safety requirements)
- Brief company history / background / what you do
- What the tour will focus on
- Blueprint of plant and the flow of the tour through the plant

Please keep in mind that the participants will be anxious to get out on the shop floor as soon as possible after their arrival. The tour should be 60 minutes in duration and be focused.

We also request that there be at least 15 minutes set aside at the end of the tour for questions and answers and feedback.

School Tour Agenda:

8:30 am	Bus pick up school
9:30 am	Plant Tour 1
11:30 am	Post Secondary Tour & Lunch
1:00 pm	Plant Tour 2
2:30 pm	Return to school

Presentation Materials

Feedback from participants from previous tours, said that they would appreciate copies of any presentation materials done at the host company. If and where possible, you could provide enough copies for the people to take away, we know it would be more than appreciated.

Participants will want to talk to your team members on the shop/facility floor. This is an important part of the tours and is an expectation of those people visiting your site. If for some reason this is not possible at their workstation, then please consider making them available for the question/answer time at the end of the tour.

Content for Promotional Announcements

Several information items can be useful:

- Product and/or service produced.
- Business process/es to be showcased during the tour. Continuous Improvement applies to all business processes — plant, distribution center, office, laboratory — so the participants will be interested in any that are good examples of how CI practices have contributed to revolutionary improvements in quality and productivity. For example: components fabrication, product assembly, testing, warehousing, distribution, order processing, proposal preparation, marketing promotion delivery, custom product engineering, product development, service development, service delivery...
- Particularly things that might be considered unusual or difficult to accomplish.
- Results achieved. Especially metrics that illustrate how upstream process improvements resulted in downstream business performance benefits.
- Human factors involved in accomplishment of improvements, or in solid sustainability of them. For example, business culture or support systems issues for process control and CI.
- Obstacles anticipated or unexpectedly encountered; and how they were avoided or overcome.

Tips: Keep it simple. Convert industry or company-specific descriptors to common language that would be recognized by the broad audience.

Promo Announcement Example:

ABC Products – Anytown, BC

ABC is a leader in the design and manufacture of hydraulic manifolds. They manufacture over x,xxx catalog parts and over 20,000 custom designed products. Their primary focus is the industrial and mobile markets. Adopting Lean technologies has enabled them to improve high volume product cycle time to 97%, increase sales per person 75%, generate inventory turns at 50 per year, penetrate more deeply in existing markets and enter an entirely new market.

On this tour you will see: Practical application of many of the Lean tools including kanban systems, simplified scheduling, team building and dynamics, visual management tools, 5S organizational initiatives, and a particularly impressive TPM program generating 98% up time. Overall Equipment Efficiency (OEE) of 85% has been achieved in two of their four manufacturing cells. The ABC representatives will also share their 20/20 hindsight relative to streamlining the transition into Lean practices.



Tour Information Form

(please complete both sides)

A. Company Details:

Company: _____

Primary Contact: _____ **Office Phone #:** _____

Title/Position: _____ **Cell Phone #:** _____

E-mail: _____

Facility Address: _____

Driving Directions: _____

Parking Instructions: _____

Company Website: _____

Brief Company Bio: *(Brief description of host's core business)*

Tour Focus: *(Brief description aspects of tour and what the presentation will focus on. What participants should expect to take away from the tour)*



Plant Tour Dates:

Please select date and times your facility can accommodate a tour during Manufacturing Month:

October Week 1	3	4	5	6	9:30 am	1:00 pm	either
October Week 2	10	11	12	13	9:30 am	1:00 pm	either
October Week 3	17	18	19	20	9:30 am	1:00 pm	either
October Week 4	23	24	25		9:30 am	1:00 pm	either

PPE / Safety Requirements: _____

Other requirements
(ie: I.D., CDA's, no cameras allowed, etc.) _____

Tour max capacity (max # of people that you are able to comfortably host at your facilities) _____

- | | | | |
|-----------------------|---------------------------------------|---|--|
| Audio Headsets | <input type="checkbox"/> Will provide | <input type="checkbox"/> CME to provide | <input type="checkbox"/> Not necessary |
| Safety Boots | <input type="checkbox"/> Will provide | <input type="checkbox"/> Closed toe shoes | <input type="checkbox"/> Not necessary |
| Safety Glasses | <input type="checkbox"/> Will provide | <input type="checkbox"/> CME to provide | <input type="checkbox"/> Not necessary |
| Safety Helmets | <input type="checkbox"/> Will provide | <input type="checkbox"/> CME to provide | <input type="checkbox"/> Not necessary |

Please complete the form and return to Glenda Beaulieu at glenda.beaulieu@cme-mec.ca by **Monday, May 29, 2017**