

Language of course ENGLISH

Course specification

☎ +44 1235 526 418
mob +44 7803 007 785
☎ +33 2 33 41 72 29
e-mail quality.methods@btopenworld.com
web qualitymethods.co.uk

Date of course (2 days)

Tuesday 24th June, 09:00hrs to Wednesday 25th June, 16:00hrs, 2013.
It is suggested you arrive at your hotel during the evening of Monday 23rd June.

Location of Training

Abbey Room (a room within)
The Guildhall
Abbey Close
ABINGDON
Oxon OX14 3JE

Suggested Hotel

Upper Reaches Hotel
Thames Street
ABINGDON
Oxon OX 3JA

☎ +44 1235 52 25 36

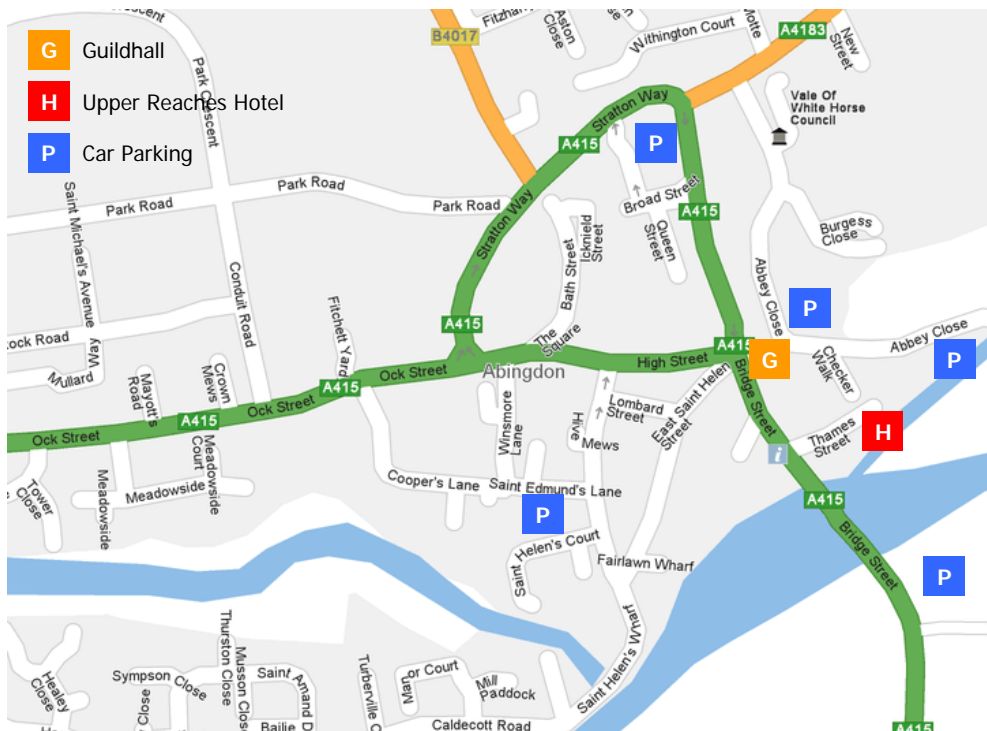
☎ +44 1235 52 40 85



(provisional location, may be subjected to change within centre of Abingdon)

<http://www.upperreaches-abingdon.co.uk/>

The Guildhall is within 100 metres of the Upper Reaches Hotel.



There are other hotels in Abingdon: see page 4 of this specification. Participants are responsible for booking their hotel direct; we are able to help if requested, but can not be responsible for associated costs. Traffic is difficult in Abingdon and you are encouraged to stay within walking distance of the course to avoid late arrival.

Business Issues addressed by the training

Effective use of data in manufacturing and business.

Having confidence when making decisions based on fact.

Understanding the dangers of data.

Understanding the different types of data found in day to day jobs; variable, attribute, parametric, non-parametric, survival and reliability.

Target audience:

Any manager or technician in a manufacturing business; most people are required to make decisions based on fact, which requires a basic understanding of how to handle data.

Pre-requisites to attending course

1. Laptop computer for the duration of the course
 - * with the full working copy (or demonstration copy) of Minitab release 16 (or 17) installed.
The demonstration copy (operable for 30 days from installation) can be installed in the week prior to the course by downloading from the internet <http://www.minitab.com>
 - * a copy of Excel
2. Basic understanding of problem solving methodology.
3. Mathematical skills to calculate
 - * an average
 - * a simple formulae
 - * a range

Timetable for course

DAY ONE:									
9:00	Welcome								
9:15	Speaking with data; relevant reliable and understood								
	Minitab: the basics								
9:45	Minitab® Project Manager								
10:00	Worksheets								
9:45	Exercise 01					Getting the feel for Minitab: Copy & Paste to and from Minitab			
						Right clicking			
10:30	BREAK								
10:50	Menu								
11:10	Stat ► Basic Statistics ►								
11:25	Exercise 02					using Minitab to prepare and interpret descriptive statistics			
						Preparing pictures of distributions			
11:45	Interpreting and handling data								
12:15	LUNCH								
	PRE-PRODUCTION								
13:00	Gauge Studies								
13:15	Exercise 03					A classic gauge R&R study: destructive			
14:20	Machine Setup								
14:50	BREAK								
15:10	Exercise 04					A classic machine setup decision <i>Do we adjust?</i>			
15:40	Capability studies								
16:10	Exercise 05					Limitations of capability			
16:50						Non-normal distributions			
17:10	CLOSE DAY ONE								

DAY TWO									
	PRE-PRODUCTION (continued)								
	Capability studies (continued)								
8:00		<i>Exercise 05</i>		Preparing a Non Normal Process capability report for PowerPoint					
	PRODUCTION								
8:40		Quality Control Checks: variable data							
8:55		Attribute data							
9:10		<i>Exercise 06</i>		Attribute checks					
	Minitab graphs								
9:30		Four basic graphs for management							
9:40	BREAK								
10:00		<i>Exercise 07</i>		Creating Time Series, Pareto, Dotplot and Scatterplot graphs					
11:00		Editing graphs, right click options							
11:10		<i>Exercise 08</i>		Editing Minitab graphs					
	POST-PRODUCTION								
11:40		Isolated stock							
12:00	LUNCH								
12:40		Acceptance Sampling Schemes							
12:55		<i>Exercise 09</i>		Attribute checks					
	TRIALS								
13:35		Simple decisions:							
		<i>Exercise 10 including BREAK</i>							
15:15		Questions brought by participants							
15:35		Useful commands and procedures in Minitab							
15:45		Opinion Surveys							
15:55		Summary of the course							
16:00	CLOSE OF DAY TWO								

Costs and payment

The cost of tuition, course documentation, lecture room facilities, refreshments, lunches and Tuesday night dinner

- * is £480 per participant; a cheque or purchase order to the account of Richard KIRBY: Quality Methods Ltd. is required to reserve a place on the course.
Discounts are available for multiple bookings on a single purchase order.

The cost of accommodation

- * is payable direct to the hotel, when checking out on the final morning of the course. Car parking is free at the Upper Reaches hotel for residents. Public car parking in the town is on a meter.

Cancellation charges

- * no charge will be made for cancellations received up to 10 days before the start of the course, after that time, a charge of £150 will be made.

Payment

- * a cheque with a booking form made payable to Richard KIRBY: Quality Methods Ltd.
alternatively
- * an invoice may be sent to you, on completion of the training and payment is to be made within 30 days of invoice into the company bank account of Richard KIRBY: Quality Methods Ltd.

RK:QM Ltd.		Course booking form	
Minitab: fast track introduction for packaging industry			
Tuesday 24 June to Wednesday 25 June		Abingdon	
Name of participant	<input type="text"/>	Contact telephones	
		landline	<input type="text"/>
Company name	<input type="text"/>	mobile	<input type="text"/>
		e-mail	<input type="text"/>
Contact address	<input type="text"/>		
		Cheque, authorisation, or Company Purchase Order N°	<input type="text"/>
<p><i>I would like to attend the Minitab course, to be held in Abingdon from Tuesday 24 June to Wednesday 25 June 2013 I understand the prerequisites and accept the terms and conditions of registration and payment.</i></p>			
signed	<input type="text"/>	I will bring a laptop computer to the training course	
Please return completed form to: -			
Richard Kirby:Quality Methods Ltd. 6 Sympson Close ABINGDON on THAMES Oxon OX14 5RB GB ☎ +44 1235 526 418			
		Registered in England N° 04677079	

Joining instructions will be sent to participants before the course, with the data files to be used.

Other hotels in Abingdon,

... close to Guildhall

Crown & Thistle ☎ 01235 522556 Bridge Street, Abingdon-on-Thames, OX14 3HS crownandthistle@oakmaninns.co.uk

... about 1¼ miles from Guildhall

Four Pillars Hotel ☎ 01235 553456 Marcham Rd, Abingdon-on-Thames OX14 1AA four-pillars.co.uk

Premier Travel Inn ☎ 0870 1977014 Marcham Rd, Abingdon-on-Thames OX14 1AD premierinn.com