Multi-State Advanced Manufacturing Consortium

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MSAMC Master Performance Based Objectives (PBO) Review Template

June 3, 2015

Instructions

The following tab lists PBOs for the topic area ***Teamwork and Leadership*** . Please review each of the PBOs, and rate each PBO with one of the following ratings:

1 = Skill or understanding is required for employees.

2 = Skill is useful, but is not crucial for employees.

3 = Skill is not useful for employees, or isn't relevant for typical work assignments.

0 = PBO is unclear.

Additionally, for each PBO, note any comments or recommendations that you may have about how to improve the PBO. If any PBOs or skill sets seem to be missing from the list, please add them in the space at the bottom of the list.

Please enter your information below	
Name:	
Company/Plant:	
Department/Division:	
Industry/Segment:	
Email:	
Phone:	

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Teamwork and Leadership

M-S AMC Industry Partner PBO Review

Please review the following PBOs to identify the appropriate skill set for a given job title / category / classification (see row 10 below).

* In the "**Importance**" column, identify how important each PBO is for someone in the relevant position. For each PBO, type 1 if the PBO must be covered in the coursework, enter 2 if the PBO is helpful but not necessary and would not impair the performance of the employee in the workplace if missed, and enter 3 if the PBO would not benefit the student or doesn't apply to the typical work assignments. If you don't understand the PBO, enter 0.

* Note any comments or feedback for improving each PBO (in the "Comments" column).

Note: It is the intention of competency based instruction to have each student individually demonstrate their proficiency of the skills indicated.

Reviewing PBOs fc ***TYPE JOB TITLE HERE*** (from whose perspective are you rating PBO importance?)

Sub-Topic	Level	Topic	PBO ID	Performance Based Objective (PBO)	Importance 1 = Need 2 = nice to have 3 = N/A 0= Don't understand	Comments *Notes to improve the PBO, PBO is unclear, etc.*
Teamwork	1	TL	1	Describe their behavior style in terms of the Meyers-Briggs model.	*Enter 1, 2, 3, or 0 here*	
	1	TL	2	Predict their managers and co-workers behavior style in terms of the Briggs-Meyers model.		
	1	TL	3	Generate a list of prompts for themselves to aid them in effective communications with their supervisor and co-workers based on their understanding of the Briggs-Meyers model.		
	1	TL	4	List the elements needed to ensure the productivity of meetings.		
	1	TL	5	Demonstrate brainstorming in a meeting.		
	1	TL	6	Identify methodologies used to handle conflicts in a team.		
	1	TL	7	Identify methodologies used to handle conflicts between co-workers		
	1	TL	8	Identify methodologies used to handle conflicts between Supervision and subordinates.		
	1	TL	9	Identify the characteristics of theory x and y management theories.		
	1	TL	10	Lead team building exercise (long list) Justin to Provide		
	1	TL	11	Identify the strategies that could be used to influence behavior within a team, build trust and encourage participation.		
	1	TL	12	Define “firefighting” and the negative effects on morale, quality and project completion.		
	1	TL	13	Display/discuss mediation as a way to resolve “inter group” conflict.		
	1	TL	14	Define “collaboration” and “empowerment” as part of effective team dynamics.		
	1	TL	15	Given a description of a project, generate a Gantt chart.		
	1	TL	16	Given a description of a project, develop a work breakdown structure.		
	1	TL	17	Given a description of a project, develop a Critical path diagram.		
	1	TL	18	Given a description of a project, identify items within and out of scope of the project.		

Project Management	**1**	**TL**	**19**	Given a description of a project, develop a management reporting tool to identify scope creep.		
	1	**TL**	**20**	Define knowledge management and give examples.		
	1	**TL**	**21**	Identify methods of successful implementation of a knowledge manage system.		
	1	**TL**	**22**	Identify methods of capturing lessons learned from a project that has been completed.		
	1	**TL**	**23**	Identify methods of embedding lessons learned into a new project.		
	1	**TL**	**24**	Demonstrate error and mistake proofing as it applies to project management.		
	1	**TL**	**25**	Define "goal setting" and logical approach to project completion		
Tools	**1**	**TL**	**26**	Demonstrate the understanding of error and mistake proofing as it applies to a manufacturing process		
	1	**TL**	**27**	Demonstrate the understanding of error and mistake proofing as it applies to project management.		
	1	**TL**	**28**	Identify the elements of critical thinking and give examples of each element.		
	1	**TL**	**29**	Identify the characteristics of each element of critical thinking.		
	1	**TL**	**30**	Given a description of a manufacturing problem demonstrate critical thinking techniques to identify the cause of the problem.		
	1	**TL**	**31**	Given a description of an organizational problem demonstrate critical thinking techniques to identify the cause of the problem.		
	1	**TL**	**32**	Given a description of a project management process problem demonstrate critical thinking techniques to identify the cause of the problem.		
	1	**TL**	**33**	Given a description of a project management process problem demonstrate critical thinking techniques to identify the cause of the problem.		
	1	**TL**	**34**	Identify the steps to benchmark a process element.		
	1	**TL**	**35**	Define what is meant by process mapping.		
	1	**TL**	**36**	Identify the outcomes of process mapping.		
	1	**TL**	**37**	Identify the inputs and outputs requirements associated with each step in a process map as viewed by the process owner and the customer of the process.		
	1	**TL**	**38**	Identify the cost and time implications associated with the misalignment of outputs and input		
	1	**TL**	**39**	Demonstrate proper recordkeeping techniques as per DOT, OSHA and GLP guidelines and other compliance considerations.		
	1	**TL**	**40**	Perform a GAP analysis and explain results using a case study.		
	1	**TL**	**41**	From the Above Gap analysis above, Identify the factors that should be considered in a Coat/ Benefit analysis		
	1	**TL**	**42**	Develop independent survey of employees or customers, interpret results and implement change based on results.		
	1	**TL**	**43**	Demonstrate ability to speak publically – or in front of group		

	1	TL	44	Demonstrate the proper use of Emails in a company environment.		
Leadership	1	TL	45	Identify constructive techniques in dealing with the 5S		
	1	TL	46	Demonstrate behavioral type leadership/intervention and mapping results		
	1	TL	47	Apply effective coaching techniques.		
	1	TL	48	Demonstrate positive reinforcement methods and how this affects behavior-increases positive behaviors.		
	1	TL	49	Demonstrate ability to perform employee evaluations and performance reviews – giving constructive feedback to reinforce good behavior/performance.		
	1	TL	50	Explain Maslow, and alignment with human achievement		
	1	TL	51	Discuss the 7 common qualities of successful leaders		

Additions: Please add any additional objectives that we may have overlooked.

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