



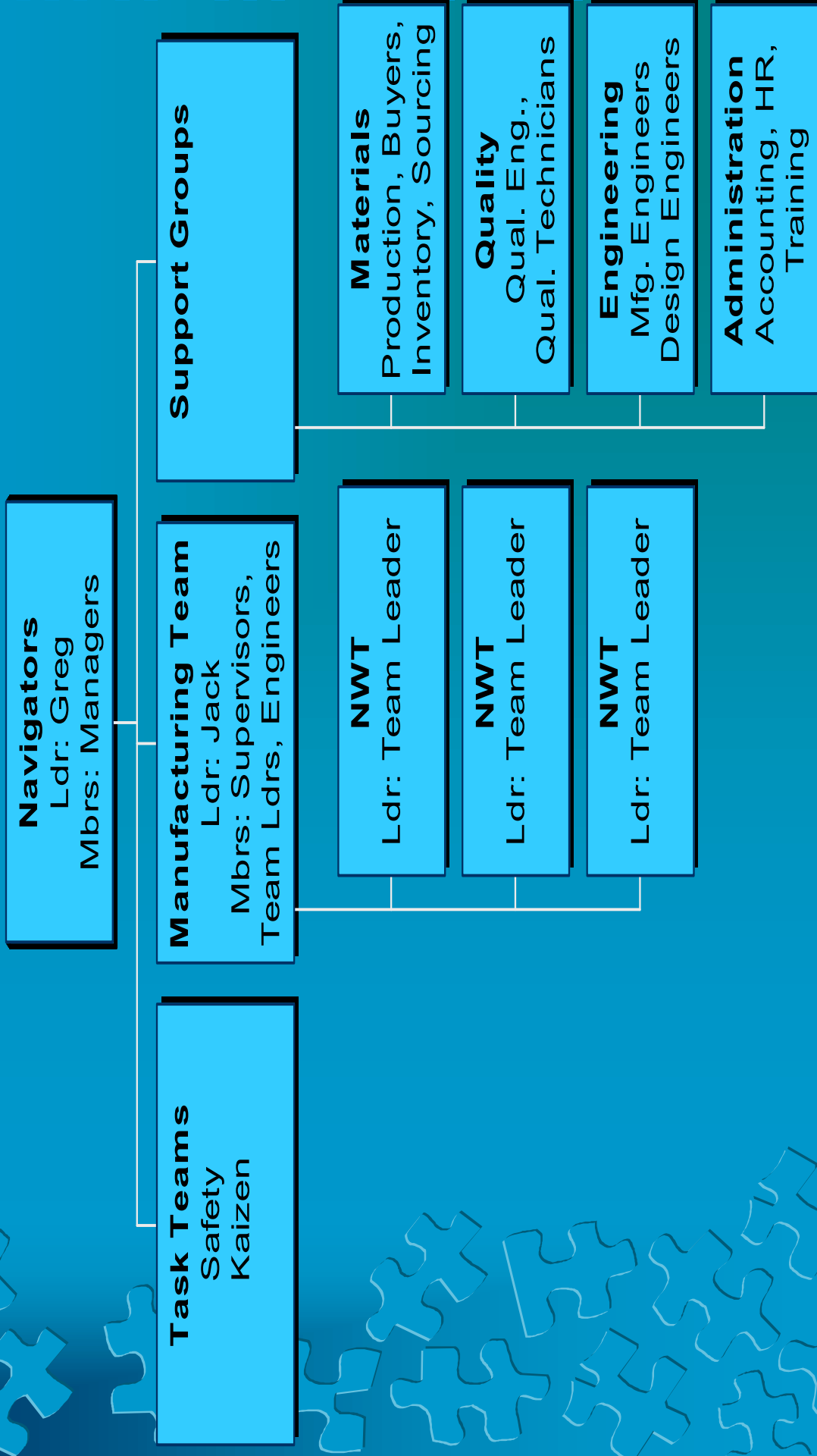
Navigator Meeting

“Putting the Pieces together”

Agenda

- Update of team structures
Greg, Jack
- Update on team development programs
Erica
- Confirm Implementation Plan
Erica, Greg, Jack
- Confirm Navigator Responsibilities
Lisa, Kerry (recommendations)
- Confirm Leader Expectations
Lisa, Kerry (recommendations)
- Confirm Support Group Roles
John, Steve (recommendation)
- Define 'Key Metric' program Outline
Open Discussion

RMIW Team Structure



Team Purpose

- Navigators
 - Develop overall direction & plant goals, Create singleness of purpose, Drive CI processes, Regular review with all teams
- Support Groups
 - Serve as SMEs to support NWTs, Support plant goals, Drive NWTs understanding of the ‘key metrics.’
- Manufacturing Team
 - Provide leadership for NWTs, Drive overall Plant goals
- Natural Work Team
 - “Customer” focus, Improvements in quality, productivity, safety, & schedule attainment

MANUFACTURING TEAM

Press Team

1st - 11 operators
- Fab. Tech
2nd - 6 operators
3rd - 2 operators

Assembly Team
13 Specific cells

Jack Koepke - Manufacturing Mgr
Gary Blaedow - Press & Weld Team Leader (1st)
Mike Knutson - Press & Weld Team Leader (2nd)
Neal Pecha - Paint Team Leader (1st)
Larry Oberdas - Assembly Team Leader (1st)
Tom Dasko - Assembly Team Leader (1st)
Dan Stray - Assembly Team Leader (1st)
Mick Klein - Maintenance Supervisor
Bill Whalen - Process Engineer (Shear & form)
Loren Derge - Process Engineer (Weld/paint)
Stan Dubashinsky - Process Engineer (Assembly)
Mark Michalski - Process Engineer (Assembly)
Mark Biones - Assembly Group Leader (1st)
Ken Dunn - Assembly Group Leader (2nd)
Mike McCoy - Assembly Group Leader (2nd)

Weld Team

1st - 10 welders
- Weld Tech
2nd - 6 welders

Paint Team
1st - 15 painters

Timeline

- Phase #1
 - Mesa - 1st & 2nd
 - X-Connect - 1st & 2nd
 - Fabrication - 1st & 2nd
- Phase #2 - TBA - Confirmed 12/20 by Navigators
 - e-mail will follow to Mfg. Team members

PRESS TEAMS

FIRST SHIFT

Gary Blaedow - Team Leader

Ruthanne Mohr - Operator

Nina Equitz - Operator

Carlos Andaluz - Operator

Derek Dalzin- Operator

Carlos Chacon - Operator

Jerry Krzynski - Operator

Bill Zuchlke - Operator

Selena Curka - Operator

Jerry Gonzalez - Operator

Pat Adams - Programmer

Gary Probst - Mtrl Handler

*Mark Pinter - Fab. Technician

*Bill Kuglitsch - Planner

*Bill Whalen - Process

Engineer

* Assigned Resource (attend all Team C.I. Meeting)

PRESS TEAMS

SECOND SHIFT

Mike Knutson - Team Leader

Eddie Anderson - Operator

Bee Vang - Operator

Jim D'Angelo - Operator

Johnny Jennings - Operator

Walter Ference - Operator

Rich Allison - Programmer

* Assigned Resource (attend all Team C.I. Meeting)

MESA LINE #1 TEAMS

FIRST SHIFT

Dan Stray - Team Leader

Mary Stewart - Assembler

Joseph Bickers - Assembler

Diane Buck - Assembler

Arnaldo Burgos - Assembler

Rick Walczak - Assembler

Billy Johnkin - Mtrl Handler

Arnold Handel - Assembler

*Stan Dubashinsky - Process Eng

Develon Diggins - Assembler

*Leo Berezovsky - Mfg. Eng

Johnny Davis - Assembler

*Ron Koplín - Quality Eng.

Edward Bleul - Assembler

*Art Schroyer - Planner

* Assigned Resource (attend all Team C.I. Meeting)

MESA LINE #1 TEAMS

SECOND SHIFT

To Be
Determined

* Assigned Resource (attend all Team C.I. Meeting)

X-CONN TEAMS

FIRST SHIFT

Larry Oberdas - Team Leader

Eddie Hill - Assembler

Patrice Johnson - Assembler

Irmgard Trinkl - Assembler

Marquis Hutchinson - Assembler

Viola Simelton - Assembler

Linda Stray - Mtrl Handler

Roger Dasko - Assembler

Don Freeman - Mtrl Handler

Larry Kryston - Assembler

*Mike Swiatek - Quality Eng

Felicia Wesley - Assembler

*Tom Koester - Mfg. Eng.

Mike Ward - Assembler

*Tom Dasko - Planner

* Assigned Resource (attend all Team C.I. Meeting)

X-CONN TEAMS

SECOND SHIFT

Mike McCoy - Team Leader

Juanita Plantz - Assembler

Stafford Wade - Assembler

Mark Tyler - Assembler

Yang Chang - Assembler

Darryl Bailey - Assembler

Jose Ceballos - Mtrl. Handler

* Assigned Resource (attend all Team C.I. Meeting)

How are we going to
develop the NWTs?



Team Leader
Development

Team Development

Natural Work Team - Training

■ Team Development ■ Team Skills

- Orientation to NWT
- Part I: Communication
 - Listening & feedback
 - 1-on-1 communication
 - Team communication
- Part II: Participation
 - Effective meetings
 - Team member roles
- Part III: Decision Making
 - Making decisions
 - Problem solving
- Part IV: Conflict Mgmt
 - Valuing differences
 - Handling conflict
- Part V: Team Performance
 - Assessing team performance
 - Setting team goals & assessing needs
- Key Metrics 101
 - What are the key metrics
 - Productivity, Quality, Safety, Schedule Attainment
- Problem Solving- Part I
 - Step One: Problem
 - Step Two: Team
- Problem Solving - Part II
 - Step Three: Containment Action
- Problem Solving - Part III
 - Step Four: Root Cause
- Problem Solving - Part IV
 - Step Five: Develop Action
- Problem Solving - Part V
 - Step Six: Implement
 - Step Seven: Standardize
 - Step Eight: Celebrate

Team Leader - Initial Training

■ Team Leader Skills

- Orientation*
 - Roles as coaches
 - Ldrshp Direction - 5 E's
 - Styles of Ldrshp - D₁, D₂, D₃

– Leading a NWG

- Systems to support
- Team development
- Ldr responsibilities
- Getting started

– Coaching Techniques

– Roundtable Discussions

■ Team Development

- Overview of Continuous Improvement*

– Train-the-Trainer on

NWT Initial Training

- Orientation to NWT
- Part I: Communication
- Part II: Participation
- Part III: Decision Making
- Part IV: Conflict Mgmt
- Part V: Team Performance
- Key Metrics 101
- Problem Solving- Part I
- Problem Solving - Part II
- Problem Solving - Part III
- Problem Solving - Part IV
- Problem Solving - Part V

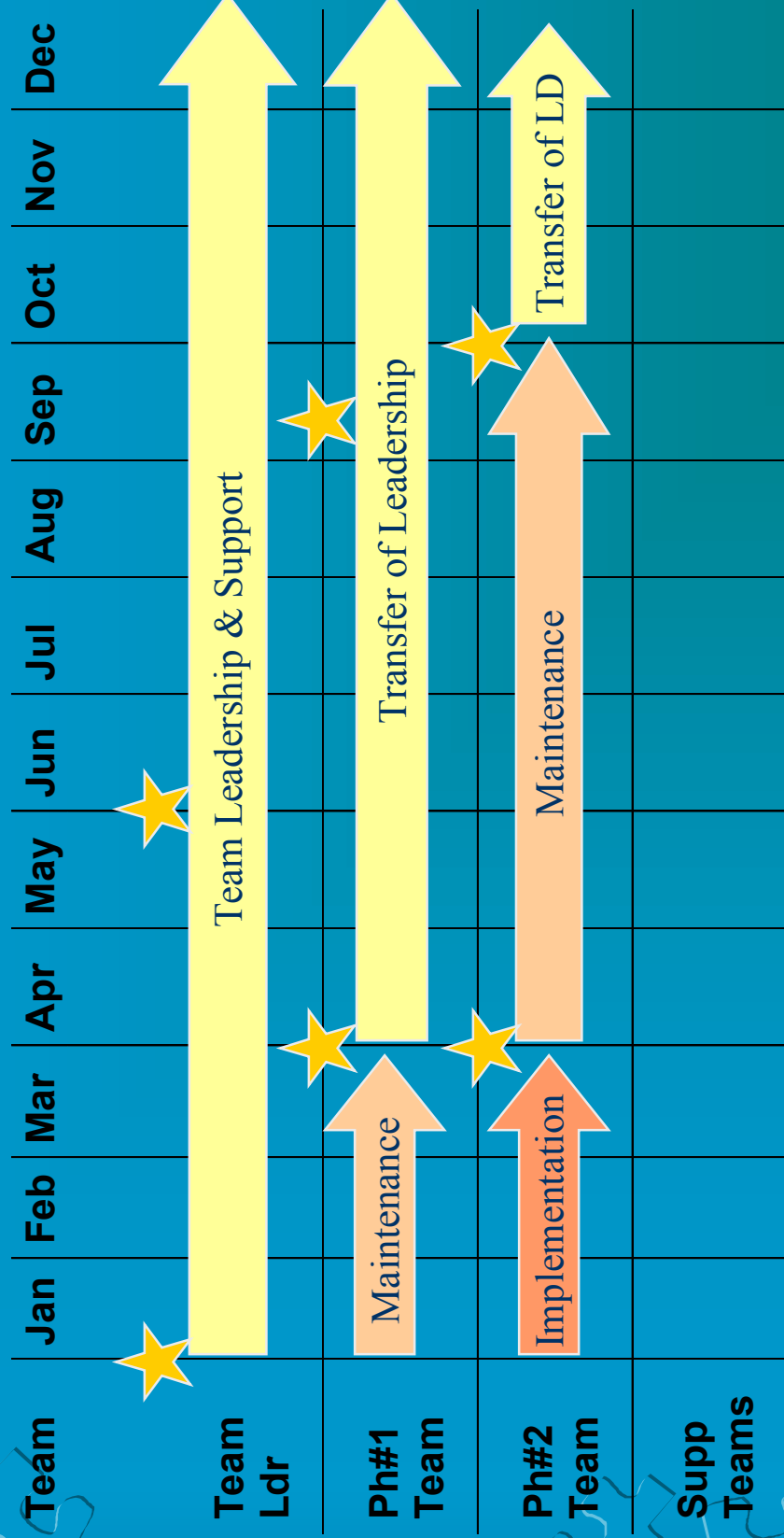
Training Plan - 2001

Team	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Team Ldr		Training		Implementation		Maintenance/Team Leadership						
Ph#1 Team					Training	Implementation		Maintenance				
Ph#2 Team											Training	
Supp Teams												

Assumptions for Team Leader Training Plan:

- Training Phase = Weekly sessions - 2-3 hrs/wk
- Regular Team meetings during Implementation & Maintenance Phases
- Team meetings each include a Roundtable Topic for approx. 35-45 min.
- Navigator “Update” sessions between phases (marked w/ ★)

Training Plan - 2002



Assumptions for Team Leader Training Plan:

- Regular Team meetings during Implementation & Maintenance Phases
- Team meetings each include a Roundtable Topic for approx. 35-45 min.
- Navigator “Update/Renewal” sessions between phases (marked w/ ★)
- Team meetings as needed during Team Leadership & Support phase



Navigator Responsibilities

See
“Team Responsibilities”
Worksheet

Leader Expectations

- Understand, communicate and live “The Marconi Way”
- Assist employees to meet goals
- Set the direction, establish boundaries and clearly communicate the goals of the organization
- Help sustain and reinforce improvements
- Listen carefully and respond with empathy
- Timely and constructive feedback/input
- Lead by example
- Recognize results
- Learn and grow from good faith mistakes
- Be visible, available, and approachable
- Communicate openly⁹

Support Group Roles

- Some people assigned to NWTs
- Subject matter experts (SMEs) to provide specific training
- Support NWTs when they come to group with issues and/or problems
- Communicate to teams what support is available
- NWTs will run into problems that they can't solve - Task teams will be created w/ support individuals' involvement

“Key Metric 101” Program

- Who will conduct the sessions?
 - Navigators/Support Individuals
- What will be covered?
 - Metrics specific to the Natural Work Team
- How will it be covered?
 - Must cover:
 - Basic definition of Metric
 - Importance of Metric to the business
 - Inputs & Outputs that determine the Metric
 - Data specific to the NWT
 - What can the team do impact the Metric (+/-)
- How long will the session be? 2.5 hours