

Sponsor Meeting Minutes #4

Date / Time 13th March 2018, 5.00pm to 7.00pm

Venue City Hall, Coffee Bean Lvl 3

Attendees Taffy Joan, Jerlyn, Ms Janet Lim

Agenda

1. Review of latest analysis on Tnd Performance and comparison with training patterns
2. Review of additional analysis on New Hire expenditure
3. Clarification on Tnd mapping with Training
4. Other administrative matters

S/N	Notes / Task	Action by	Follow up
1	<p>Main Pointers for findings</p> <ol style="list-style-type: none"> 1. Quality score was observed to be higher in xxx when new hire retention was lower 2. No significant comparisons can be made for productivity training and productivity score. This is likely due to the fact that productivity of a division can be affected by volume and other factors. 3. Positive effect of safety training can be observed with safety score <ol style="list-style-type: none"> 1. HSEQ training for EMOS highest in 2015, reflected by highest safety score achieved in 2015 as well <p>We would also like to note that the main pointers are subjected to review with our professor in the upcoming meeting with him.</p>	All	To follow up with Professor during consultation
2	<p>Training Distributions</p> <ul style="list-style-type: none"> • Findings and analysis were okay • Pointer to share - On-The-job training is likely to have resulted 	Taffy	To update slides

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	<p>in extreme values in training hours</p> <p>Tnd scores</p> <ul style="list-style-type: none"> • Tiered score is okay • Company switched productivity targets from per hour to per shift in later years <ul style="list-style-type: none"> ○ 1 shift = 8.8 hours • Team to take common targets that are present across 5 years and assume weightage figures based on the latest year • Pointer to share - It is assumed that EMOS is division with stronger performance but productivity score for EMOS is consistently lower than JLT across the years <ul style="list-style-type: none"> ○ Question to mgt: Is the targets for EMOS too stringent thus making it more difficult to reach targets? <p>New hire</p> <ul style="list-style-type: none"> • Possible relation between scores and new hire retention <ul style="list-style-type: none"> ○ Should also note that performance is a result of the all employees (existing and new) and cannot be directly traced to new employees only <p>General suggestion:</p> <ul style="list-style-type: none"> • To pose possible inquiries as a result of findings to management in slides 	<p>Taffy</p> <p>Jaehyun/ Taffy</p> <p>Jerlyn</p> <p>Taffy</p> <p>Taffy</p> <p>All</p>	<p>To convert targets from per hour to per shift</p> <p>To filter out targets that were not common across the 5 years and populate weightage</p> <p>To re-evaluate Tnd scores and analysis</p> <p>To update slides</p> <p>To follow up on analysis if possible</p> <p>To update slides</p>
3	<p>Other Administrative Matters</p> <ul style="list-style-type: none"> • Company to feedback on possible events that may have affected results in certain years 	<p>Jerlyn</p>	<p>To send follow up email to Sponsor</p>

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	<ul style="list-style-type: none">• Presentation date (after 13th Apr) to company to be confirmed<ul style="list-style-type: none">○ Ms Janet and Mr Kun will be away from 23rd March-13th Apr○ Presentation will be 30min, additional 30 min for Q&A• Company to send screenshots of current dashboard for Phase 2 of practicum		
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Vetted by: Taffy and Jaehyun