Sponsor Meeting Minutes #3

Date / Time	1st Feb 2018, 5.00pm to 6.00pm
Venue	SMU Admin building, Lvl 7
Attendees	Jerlyn & Taffy, Ms Janet
Agenda	1. Present preliminary findings of Data Exploration
	2. Understand TnD fields
	3. Discuss Phase 2 of the project

S/N	Notes / Task	Action by	Follow up
1	Comments on Preliminary findings Slide 7: Average Training hours per employee by Location and Year • Find out which are the courses that make up the increase in trainings for JLT employees Slide 8: Distribution of Headcount by job title • Reference to employee headcount from employee list. Show the percentage of employees that have gone for training over the total employees by department. • This will give us training utilisations figure. Slide 13: Training Hours and Costs by Provider • Red flag: EMOS provider accounts for too little of the training hours. Slide 29: No. of sessions on average • Red Flag: Technicians attend too many sessions compared to Operators. Slide 30: Re-training issue (Courses with the same title with different start and end dates for the same employee) • Repeated Safety training is not considered as retraining but required by the company • Repeated H&B training is not considered as retraining. It has the same course title but the training content is different. Slide 35: Course Grouping	Jerlyn	Email Sponsor Provider group lists. Screenshot cases when KNS/JLT provider trains EMOS employees

	• Generally correct, email sponsor the list to verify Slide 37: Job Title Grouping • Include Technical Specialist		

2	Sponsor explicit requirements:
	1. Exclude Others, only focus on EMOS and JLT
	
	2. Format Specification: First show the total, zoom into average per employee. There 3 main Levels: Total > Location (EMOS/JLT) > Job title (Operators & Technicians)
	
	3. All data to be based on Average per employee. Total values can be indicated as extra information.
	    a. Hours
	    b. Job titles (Operator, Technician)
	    c. Training places (average by staff group)		

3	TnD clarification Near Misses: • Yearly target for EMOS and JLT • Each quarter reflects the actual accumulative value • Correlate **Near Misses** with **Safety Training** Mini Audits • Average monthly target • Each quarter reflects the monthly average which should be used to compare to the average monthly target. (i.e EMOS didn't meet target in 2017 in the 1st 3 quarters) • KIV, sponsor will revert on how this would be relevant for employee training analysis. Wrong Product Ship • Related to loading and unloading. • Current 2017 data entries too small for comparison. Sponsor will provide TnD data for 2013-2016 and 2017 Q4 • Correlate to Loading Training JLT Valid CIR (Customer Incident report) • Correlate to Operators • This field is not present for EMOS		
4	Administrative Matters: • Next Sponsor meeting: 22nd Feb • Final Company Presentation: Tentative 25-31st March	Jerlyn	Email Minutes Email grouping clarification