

Supervisor Meeting Minutes #2

Date / Time	24 th Jan 2018, 10.00am to 11.00am
Venue	School of Information System, Meeting Room 4.5
Attendees	Jerlyn & Jaehyun
Agenda	<ol style="list-style-type: none"> 1. To share initial findings with Prof 2. To obtain advise on how to progress

S/N	Notes / Task	Action by	Follow up
1	How to calculate ROI of training Need measure/indicator: <ul style="list-style-type: none"> • # number of mistakes make (if individual errors not recorded, aggregate findings at business units level) • Employee Turnover rate <ul style="list-style-type: none"> ○ Calculate base on Staff List • Change in ranks (Staff > Executive > Supervisor > Manager) 	Jerlyn	Email sponsor on other measure of training aside change in ranks. COMPLETED
2	KPI Find out meta data for TnD <ul style="list-style-type: none"> • Eg What is number of near miss • Don't know percentage, now only given absolute 	Jerlyn	Email sponsor to clarify metadata of KPI (TnD) COMPLETED
3	Missing data <ul style="list-style-type: none"> • If key indicator not missing, include data for analysis. This will help us to see if we may be able to fill in the missing values base on other related fields. • If we are analysing the distribution of hours a few missing has little affect 		
	Tableau <ul style="list-style-type: none"> • Title of Graphs must be clear Suggestions for Jaehyun's graphs: <ul style="list-style-type: none"> • Training per employee for each location • Distribution of training sessions by job title • Clarify if any job titles in Others. Check if there are any employees in Others that should have been in Operators. 	Jerlyn	Request staff list for each year COMPLETED Clarify groupings used in analysis: -Course titles -Staff group(others)

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	<p>OPERATORS tab: Departments are named differently for the 2 business units, thus comparisons cannot be made.</p> <ul style="list-style-type: none"> Suggestion: Plots training distribution for EMOS and JLT separately (eg EMOS 45% warehouse, JLT 45% operations) <p>Suggestions on Jerlyn's Tableau graphs:</p> <ul style="list-style-type: none"> Total training hours by location: split x-axis by year to observe the change over the years. First analyse training sessions (number) then analyse training hours by provider. Classify training by hours: half-day, full-day or others Plot distribution of classification of training hours. Sieve out staff that spend more than x amount of training hours 		<p>Department named differently – check for any overlaps</p>
	<p>Gaps:</p> <ol style="list-style-type: none"> Understand wastage of training using Turnover or Attrition Rate <ol style="list-style-type: none"> Sieve out employees that have undergone training but resign within same contract → WASTAGE Analyse the number of training hours Operators undergo each year (at actual staff level) Sieve out new hires that left within a year or a few months, analyse the number of training sessions they received. Focus on Derived data <ol style="list-style-type: none"> Staff Level Yearly <p>Plot: X-axis (year), Y-axis (employee name)?</p> <ul style="list-style-type: none"> Sieve out staff group that spend >6hr a week OR 200hrs a year of training hours. See trend 		
	<p>Data - Professionalism</p> <ul style="list-style-type: none"> Do not store in Desktop Keep on a separate drive 		
	<p>Staff list: Wastage</p>		

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	<ul style="list-style-type: none">• Combine data across years (employee list and training records)• Sieve out employees that have been trained• Categorise into group based on Training sessions & Training hours• Sieve out employees that have left• Classify employees that have left into monthly, quarterly, yearly (Longer = less training wastage)• Analyse monthly number of training sessions and amount of training hours		
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