

INTRODUCING

# THE EXPLORE PROGRAMME

Company Type	Participants	Project
Heating Engineering Company	Participant 1	<p>I would like our employee to enhance our current Database for Preventative Maintenance/Calibration visits:</p> <ul style="list-style-type: none"> <li>Alerts 3 months in advance (i.e. next year we will contact the customer in advance to alert them their instrument is due shortly for PM).</li> <li>Links to documents used in PM/Calibration (to enable engineer to review notes from previous PM/Calibration).</li> <li>Improve 'look &amp; feel' of current PM/Calibration Doc's</li> <li>Powerpoint, Create a Training Document to assist during Commissioning/Installation.</li> </ul>
Food Manufacturing Company:	Participant 1	<ul style="list-style-type: none"> <li>Develop a spreadsheet database for the preventative Maintenance schedule (D/W/M)</li> <li>Be able to see tasks due by date &amp; those that are coming due within week/month</li> <li>Be able to allocate jobs between those in the PM dept.</li> <li>See quickly which are done &amp; not (green cell for yes etc)</li> <li>Document how to use the spreadsheet in the form of a simple SOP so the PM dept can be trained in its use</li> <li>Give a short presentation using PowerPoint on the project to maintenance management.</li> </ul>
	Participant 2	<ul style="list-style-type: none"> <li>Develop 5 SOPs (Standard Operating Procedures) relating to continuous improvement projects in Macroom Plant. Both using existing SOP template and also creating from new blank document.</li> <li>Use Excel to track the training of these SOPs by person. (Use of filters, conditional formula for colour coding yes/no etc)</li> <li>Give a short presentation using PowerPoint on this to the Production management.</li> </ul>
Engineering Company	Participant 1	<ul style="list-style-type: none"> <li>Excel Spreadsheets. Our employee works in inspection &amp; Incoming materials. There is already a basic tracking sheet for materials, it would be good if she could produce something similar from scratch.</li> <li>Also part of our employee's job is to print labels for incoming material – This she is fine with once set up for her. I think it would be good if she could create a work instruction using word or PowerPoint so that she can set up her self and that others can use also.</li> </ul>
	Participant 2	<ul style="list-style-type: none"> <li>Our other employee uses excel for completing Inspection reports – would like to gain more knowledge on excel in general</li> </ul>
Dairy Manufacturing Company	Participant 1	<ul style="list-style-type: none"> <li>Improve general IT Skills</li> <li>Compiling info on training levels, machines staff are trained on, next steps plan's, requirements in excel again using colour coded charts</li> <li>Develop a spreadsheet database for the machine downtime showing repeat offenders /bottlenecks</li> </ul>
Precision Engineering Company:	Participant 1	<p>Project for our 1st employee: we manufacture a high volume of a specific part, This employee is the main operator in the machining of these parts, we would like him to base his project on this operation in the workshop, where he would :</p> <ul style="list-style-type: none"> <li>Be able to produce a spreadsheet with number of pieces made per day and provide a total for the week.</li> <li>Be able to keep track of the number of pieces scrapped.</li> <li>Improve all IT skills.</li> </ul>
	Participant 2	<p>Project for our 2nd employee: we would like him to base his project on the tooling of our CNC milling machines, where he would:</p> <ul style="list-style-type: none"> <li>Produce a chart using the necessary software's with what tools are stored in each machine and what the different speeds and feeds are for each tool and each material etc.</li> <li>Improve all IT skills.</li> <li>This would increase efficiency in the workshop as it would speed up the programming time and also produce higher quality produce as the correct speeds and feeds will be used for each job.</li> </ul>
		<p>It would also be beneficial for both receive mentoring in all of the key software packages such as Excel, PowerPoint, Word,, sharepoint, Email, and Video Conferencing.</p>
Metal Fabrication Company	Participant 1	<ul style="list-style-type: none"> <li>Our employee works in the shipping dept . She is responsible for the paperwork of approx. 1000 shipments per annum.</li> <li>We want to introduce pre shipment notification of despatch of goods to our customers by email and also introduce better controls on the qty of parcels being despatched and provide improved traceability .</li> <li>If we can improve her email skills and excel skills. At present they are weak .</li> </ul>
Plastics Manufacturing Company	Participant 1	<ul style="list-style-type: none"> <li>Powerpoint presentations</li> <li>Clouding computing – no knowledge</li> <li>Excel - have reasonable basic knowledge, like to improve my use of formulas and linking</li> <li>Word – formatting and setting tabs</li> <li>Video conferencing, using Zoom &amp; Teams</li> </ul>
Health & Wellness Product Manufacturing Company	Participant 1	<p>Our employee would be completing a lot of trackers in excel and SharePoint, and again training online via video conferencing</p>
	Participant 2	<p>We are currently looking at leaning out our process and eventually moving away from paper based batch records, deviations and SOPs. Our employee would be mainly trending and reporting so using a lot of excel spreadsheets and PowerPoint she also will be completing training via teams and does a lot of her work of SharePoint.</p>
Agricultural Feed Manufacturing Company	Group project	<p>When it comes to excel things get challenging. The warehouse spreadsheet and the loading bay spreadsheet are underused because its seen as easier to walk and find something than look on a spreadsheet. Data input is an issue there too.</p> <p>Over all the group needs the confidence open, close and save files and to complete a basic steps in excel such creating a list and maybe wrapping text, editing/moving rows and columns.</p> <p>It would help their development to be able to navigate, search and filter data and be comfortable that they cannot break excel or other computer systems.</p> <p>If they can achieve the learning above and present a well formatted concise dataset that would be a good result.</p>
	Participant 2	<p>Our employee will be challenged to complete more and more performance metrics in his role so calculation steps and shortcuts for SUM, AVER, would be useful. If he came back with capabilities for graphing data or even a basic pivot table that would be amazing.</p>
Other Companies		<p>Others have used for:</p> <ul style="list-style-type: none"> <li>Compiling warehouse stock in excel creating sheets with manufacturer, product name, location in warehouse, number in stock, required quantities, quantities ordered, checked out stock, alerts on minimum stock levels etc</li> <li>Compiling info on training levels, machines staff are trained on, next steps plans, requirements in excel again using colour coded charts</li> </ul>