

COURSE DESCRIPTION

- **MTM-1 Base™** No prerequisite. This 3-day course covers an appreciation of the basics of MTM-1. Laboratory problems and exercises illustrate its principles and use. It is the minimum prerequisite for MTM-2, MTM-UAS, and MTM-MEK, if the student has not received a *Blue Card®* certification in the full MTM-1 10-day course. A certificate will be issued to the student upon successful completion of this course. Note: Completion of this course does not constitute a full comprehension of all of the rules of MTM-1. It is also a viable course for people, who would like initial exposure to the principles of MTM-1 and its related family of systems.
- **MTM-1™:** No prerequisite. This 10-day course includes coverage of the theory and principles of MTM-1; laboratory problems illustrating its principles and use; and thorough practice in the analysis of industrial and business operations. *BlueCard®* certification in MTM-1 will be issued to successful candidates.
- **MTM-2™:** MTM-1 or MTM-1 Base is a prerequisite. This 5-day course covers the theory and application of MTM-2. Laboratory practice in the use of MTM-2 is provided. *BlueCard®* certification in MTM-2 will be issued to successful candidates.
- **MTM-UAS™:** MTM-1 or MTM-1 Base is a prerequisite. This 5-day course covers the theory and application of MTM-UAS. Laboratory practice in the use of MTM-UAS is provided. *BlueCard®* certification in MTM-UAS will be issued to successful candidates.
- **MTM-MEK™:** MTM-1 or MTM-1 Base is a prerequisite. This 5-day course covers the theory and application of MTM-MEK. Laboratory practice in the use of MTM-MEK is provided. *BlueCard®* certification in MTM-MEK will be issued to successful candidates.
- **MTM-SD™:** MTM-1 certification is a prerequisite. This 5-day course includes coverage of the building block system, basic data, laboratory problems illustrating its principles and use; and thorough practice in the analysis of business operations. *BlueCard®* certification in MTM-SD will be issued to successful candidates.

The MTM Association also has a family of systems for the measurement of tasks performed in specialized environments.

These classes are scheduled by request either at the MTM office or as an on-site class. Please call for additional information.

PROKON™: (Design for Assembly) This 2-day course includes coverage of the theory and principles of ProKon; laboratory problems illustrating its principles and use. *BlueCard®* certification in ProKon will be issued to successful candidates.

Ergonomics: No prerequisite. This 5-day course dealing with ergonomic factors that affect productivity and employee well being. Techniques used in the evaluation and improvement of the work environment are reviewed. *BlueCard®* certification in Ergonomics will be issued to successful candidates.

Principles of Standard Data Construction: This 5-day course is designed to provide a clear understanding of how to accurately develop and effectively use standards built from lower level time blocks. The course takes a common sense approach to the teaching of standard data construction.

MTM-B: (Benchmarking) This 2-day course includes coverage of the theory and principles of MTM-B. *BlueCard®* certification in MTM-B will be issued to successful candidates.

MTM-C: (Clerical) This 5-day course includes coverage of the theory and principles of MTM-C. *BlueCard®* certification in MTM-C will be issued to successful candidates.

MTM-V: (Machine Shop) This 5-day course includes coverage of the theory and principles of MTM-V. *BlueCard®* certification in MTM-V will be issued to successful candidates.

MTM-M: (Microscope) This 5-day course includes coverage of the theory and principles of MTM-M. *BlueCard®* certification in MTM-M will be issued to successful candidates.

MTM-TE: (Electronic Testing) This 5-day course includes coverage of the theory and principles of MTM-TE. *BlueCard®* certification in MTM-TE will be issued to successful candidates.

The MTM Association offers software systems designed specifically for work measurement and standard data construction. We will be happy to supply information on licensing MTM software.

TICON™: This 1-day course includes coverage of the use of TiCon Base for the application and development of MTM based elements.



2014 Schedule of Courses

Application Training Courses in MTM

Presented by:

MTM Association for Standards and Research



MTM Association for Standards and Research

1111 E. Touhy Ave., Suite 280, Des Plaines, IL 60018

Tel: 847-299-1111 Fax: 847-299-3509

Email: mtm@mtm.org

Website: www.mtm.org

COURSE NO.	STARTING DATE	NO. OF DAYS
14-B-1	<u>MTM-1 BASE</u> February 5-7	3
14-B-2	April 2-4	3
14-B-3	August 20-22	3
14-B-4	October 8-10	3
	<u>MTM-1™</u>	
14-1-1	January 6-17	10
14-1-2	May 12-23	10
14-1-3	August 4-15	10
14-1-4	November 3-14	10
	<u>MTM-2™</u>	
14-2-1	June 9-13	5
14-2-2	December 8-12	5
	<u>MTM-UAS™</u>	
14-UAS-1	February 10-14	5
14-UAS-2	April 21-25	5
14-UAS-3	August 25-29	5
14-UAS-4	November 17-21	5
	<u>MTM-MEK™</u>	
14-MEK-1	April 7-11	5
14-MEK-2	October 13-17	5
	<u>MTM-SD™</u>	
14-SD-1	March 3-7	5
14-SD-2	September 8-12	5
	<u>PROKON™</u>	
14-P-1	January 27-28	2
14-P-2	May 5-6	2
	<u>TICON™</u>	
14-T-1	February 25	1
14-T-2	June 3	1

REGISTRATION FEES 2014			
COURSE	NON MEMBER	CLASS 1 ORGANIZATION MEMBERS	ASSOCIATE MEMBERS
MTM-1 BASE	\$1,800	\$1,440	\$1,620
MTM-1	\$5,000	\$4,000	\$4,500
MTM-2	\$2,500	\$2,000	\$2,250
MTM-UAS	\$2,500	\$2,000	\$2,250
MTM-SD	\$2,500	\$2,000	\$2,250
MTM-MEK	\$2,500	\$2,000	\$2,250
PROKON	\$1,300	\$1,040	\$1,170
TICON	\$ 800	\$ 640	\$ 720
Organization Members receive a 20% discount. Associate Members receive a 10% discount.			

Programmed Instruction in MTM-1 and MTM-UAS is available for lease by companies. Call for details 847-299-1111.

Location of courses:

Courses are held in Des Plaines, IL, a suburb of Chicago. Des Plaines is located approximately 4 miles North of O'Hare Airport.

To Register:

Complete the Registration Form and send it, no later than three weeks prior to the course starting date, with appropriate fees, purchase order or credit card information to:

The MTM Association, 1111 E. Touhy Avenue, Suite 280, Des Plaines, IL 60018.

All courses are subject to cancellation and fee changes.

Registration Form

Date of Course _____

Course Name _____ No _____

Payment Information: **Check** for \$ _____

enclosed - or **Purchase Order #** _____ for

\$ _____ or **bill my credit card for \$** _____

Visa () Mastercard () AMEX ()

No. _____ Exp. Date _____

Name on credit card _____

(Print)

Signature _____

Association member: Yes () No ()

Attendee Name (s) _____

Company Name _____

Phone _____ / _____ Fax _____ / _____

Cell Phone _____ / _____

Address _____

City _____ State _____ Zip _____

Email _____

Note: Self-financed registrations must be paid in full three weeks prior to the start of the course. **No refund will be**

given for cancellations made less than three weeks prior to the beginning of the course. Company sponsored

registrations must be accompanied by a Purchase Order or prepayment. All travel and living expenses are the

responsibility of the trainee.