

# 2008 Schedule of Courses

COURSE NO.      STARTING DATE      NO. OF DAYS

## MTM-1™

08-1-1	January 7-18	10
08-1-2	March 3-14	10
08-1-3	June 2-13	10
08-1-4	August 4-15	10
08-1-5	November 3-14	10

## MTM-UAS™

08-UAS-1	January 28-February 1	5
08-UAS-2	March 24-28	5
08-UAS-3	May 5-9	5
08-UAS-4	August 25-29	5
08-UAS-5	October 6-10	5

## 4M™

08-4M-1	February 4-8	5
08-4M-2	April 7-11	5
08-4M-3	July 14-18	5
08-4M-4	September 15-19	5
08-4M-5	December 1-5	5

## ERGONOMICS

08-ERGON-1	February 11-15	5
08-ERGON-2	April 14-18	5
08-ERGON-3	August 18-22	5
08-ERGON-4	December 15-19	5

## MTM-B™

08-MTMB-1	February 19-20	2
08-MTMB-2	April 29-30	2
08-MTMB-3	June 24-25	2
08-MTMB-4	September 2-3	2
08-MTMB-5	October 21-22	2
08-MTMB-6	November 18-19	2

MTM-1 (120)  
Please call for availability.

**Other classes may be scheduled by request**

**On-site classes also available by request**

**We offer the only official Blue Card® certification**

### Location of courses:

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

### To Register:

- Complete the attached 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 MTM Association, 1111 E. Touhy Avenue, Des Plaines, IL 60018. **All courses are subject to cancellation and fee changes.**

### Inquiries:

- Phone: 847 / 299-1111
- Fax: 847 / 299-3509

### REGISTRATION FEES

COURSE	NON-MEMBER	MEMBER
MTM-1	\$3,200	\$2,600
MTM-UAS	\$2,000	\$1,600
4M	\$2,000	\$1,600
ERGONOMICS	\$2,000	\$1,600
MTM-B	\$ 800	\$ 640

# 2008 Application Training Courses in MTM

Presented by: MTM Association for Standards and Research

## 2008 Schedule of Courses



# Course Description

- **MTM-1<sup>TM</sup>**: No prerequisite. A 10 day course that 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*<sup>®</sup> certification in MTM-1 will be issued to successful candidates.
- **MTM-1<sup>TM</sup> (120)**: *BlueCard* certification in MTM-1 must have been completed at least 60 days prior to taking MTM-1(120). This 5-day course gives an appreciation of the MTM Family of Systems. Generic, functional and specific systems are explained. Other subjects include Method Improvement, System Selection, Standard Data Construction, and Ergonomics. Submission of evidence of MTM-1 application is required. *BlueCard* certification in MTM-1(120) will be issued to successful candidates.
- **MTM-UAS<sup>TM</sup>**: This 5-day course contains 1 day of MTM-1 appreciation, methods improvement and work simplification training. The remaining 4 days cover 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.
- **4M<sup>TM</sup>**: No prerequisite. The 5-day course covers the theory and application of 4M. The course includes laboratory problems illustrating its use and an appreciation of the theory of standard data construction and coding techniques. *BlueCard* certification in 4M will be issued to successful candidates.
- **ERGONOMICS**: No prerequisite. A 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.
- **MTM-B<sup>TM</sup>**: This 2-day course covers the theory and application of MTM-B. Laboratory practice in the use of MTM-B is provided. *BlueCard* certification in MTM-B will be issued to successful candidates.

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

The MTM Association offers software systems designed specifically for work measurement and standard data construction. The Association also has a family of systems for the measurement of tasks performed in specialized environments. MTM-MEK is designed for small lot or one of a kind production; MTM-C is for measuring clerical activity. MTM-V is designed for measuring manual machine shop tasks. MTM-TE is for measuring activity in the electronic test environment. MTM-M is for measuring work done under a microscope. We will be happy to supply information on licensing MTM software or any of these specialized systems.

## MTM ASSOCIATION FOR STANDARDS AND RESEARCH

1111 E. Touhy Avenue, Suite 280 - Des Plaines, Illinois 60018

Phone: 847/299-1111 Fax: 847/299-3509

### 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 ( )

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Attendee Name (s) \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_ Fax No. \_\_\_\_\_ / \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Note: Self-financed registrations must be paid in full three weeks prior to the start of 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.