

NEW ZEALANDDECIMAL CURRENCY PROGRAMPLANT MANAGERS MEETINGSEPT. 19th - 23rd 1966A G E N D A1. INTRODUCTION -

Outline of Programme

- . Job Description
- . Ages of Conversion ✓
- . Registrations ✓
- . Pre-Conversion ✓) Including quantities
- . Post-Conversion ✓) and daily thruput.
- . Plants - Central Parts ✓
- . Transport ✓
- . Conversion F4000 and F600 ✓
- . Full Conversion Stock Machines ✓
- . Loan Machines) Bank ?
-) Commercial ✓
- . Field Service Responsibilities and transport. ✓
- . Field Installation ✓
- . Production Scheduling ✓
- . *3 on 1* ✓
- . *Temporary Conversion Service* ✓

2. PLANTS -

- . Conversion Space
- . Ready Room
- . Lunch Room etc.
- . Film
- . Equipment Required for Plant
- R-Barr.* (a) To be organized by Head Office
- (b) " " " " Plant Manager
- . Visit to Philips Electrical
- . Plant Planning
- . Leasehold Improvements and Procedures

Hours of work.

3. STAFF -

- . Numbers Required ✓
- . When to be Bought into Plants ✓
- . Advertising Approach
- . When to Commence Advertising
- . Type of Staff Required ✓
- . Methods of Obtaining Staff ✓
- . Interviewing -
- . Tests and Evaluation
- * . Pay Scales
- . Industrial Disputes ✓
- . When to Commence Employment ✓
- . Other Burroughs Staff ✓
- . *Cleaners* ✓
- . *Tea lady* ✓

4. CONVERTOR TRAINING

- . Numbers Required and Times of Each School
- . Philosophy of Training
- . Amount of Orientation on Job Training
- . Training Plans for Each Group
 - . Aids for Training
 - . Literature and Training Material
- . Tools

5. METHODS OF CONVERSION

Classified and categorized by machines.