

Participant
Handbook

Training Course on

Soft Skills

For Sewing Machine Operators Trade Group



Table of Contents

No.	Topics	Page #
1	Self-confidence in Sewing Machine Operators	11
2	Communication Skills for Sewing Machine Operators	21
3	Work Ethics for Sewing Machine Operators	35
4	Time Management for Sewing Machine Operators	51
5	Attention to Detail for Sewing Machine Operators	59
6	Working under pressure for Sewing Machine Operators	77
7	Problem Solving for Sewing Machine Operators	91

Contents of Course

Self Confidence for Sewing Machine Operators	 7 Hours	Communication Skills for Sewing Machine Operators	 3 Hours
<ul style="list-style-type: none">▪ Recognizing your skills, strengths and weaknesses as a machine operator.▪ Process of building confidence.▪ Advancement of personality for machine operator.		<ul style="list-style-type: none">▪ Ordinary and professional usage of a machine operator.▪ Professional usage and non-verbal communication in daily, for machine operator.	
Work Ethics for Sewing Machine Operators	 7 Hours	Time Management for Sewing Machine Operators	 2 Hours
<ul style="list-style-type: none">▪ Work ethics and behavior for machine operator.▪ Health and safety instructions for machine operator.		<ul style="list-style-type: none">▪ Correct use of time while operating a machine.▪ Time wasting elements for machine operator.▪ Ways to use time better.	
Attention to detail for Sewing Machine Operators	 7 Hours	Working under pressure for Sewing Machine Operators	 3 Hours
<ul style="list-style-type: none">▪ Attention to detail in machine work and its importance.▪ Benefits of attention to detail.▪ Instruction and methods of attention to detail for machine operator.		<ul style="list-style-type: none">▪ Mental stress and its effect in machine operator's work.▪ How machine operator can cope with mental stress.	
Problem Solving for Sewing Machine Operators	 2 Hours		
<ul style="list-style-type: none">▪ Possible problems in machine work.▪ Stages and suggestions for problem solving.			

State the Reason!

Statements	What is the reason?
1 Rashid is a sportswear supplier, who understands his work fully. However, he is unable to showcase his work and skills.	
2 Ali is a leather machine operator. He tries to complete his work/task on time. Still, there are frequent complaints of his work being improper, i.e., submission of incomplete work.	
3 Irum secured first position in the knitting machine course. She was an expert at every task. However, during interview, her voice was very low and her hands kept trembling.	
4 Ahsan is an industrial machine operator. However, he isolates himself and actively tries to take such work assignments, that allow him to work alone	
5 Seema understands the skill of tailoring very well. However, she often leaves the tasks, in favor of chit chat with his colleagues. In addition, she takes offense, if a colleague advises otherwise.	
6 All the employees at the factory, commend the dresses made by Nasir. He understands his work very well. But, he fails to complete his tasks, as he is often late in reaching factory on time.	
7 The dresses designed by Samina are very famous. However, if a customer tries to engage with her or provide any suggestion, she completely ignores them and does not give any importance to the customer.	

QUESTIONS

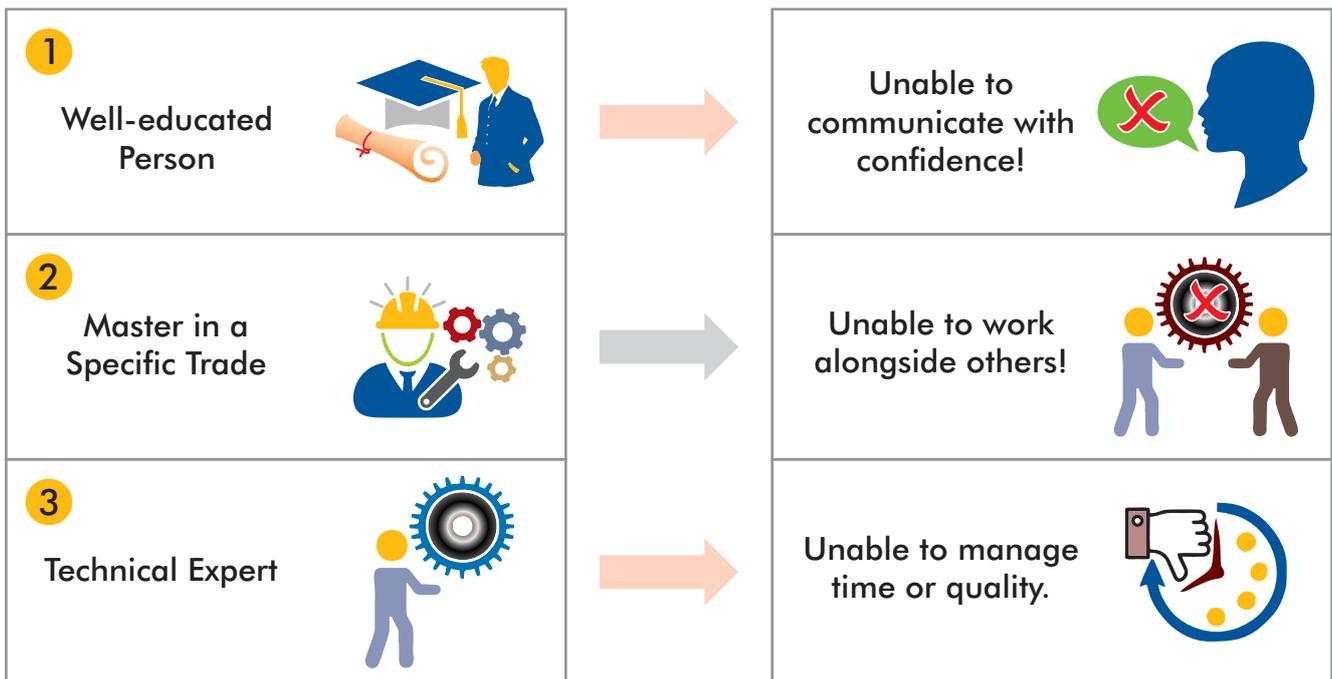
- In all of the afore-mentioned instances, the person is skilled in their work, then what could be the possible reason, that it is not reflected in their performance?
- In each scenario, what kind of skills are required of the person?
- Are task-specific skills/technical skills sufficient for a person, or do they need some other skill-sets as well?

Soft Skills

Soft skills are an amalgamation of different skills, abilities, attitudes and personal strengths, that allow individuals, to get habituated to their environment, work alongside others, show better performances and achieve their goals. Without these, any other technical, professional and educational skills are incomplete.

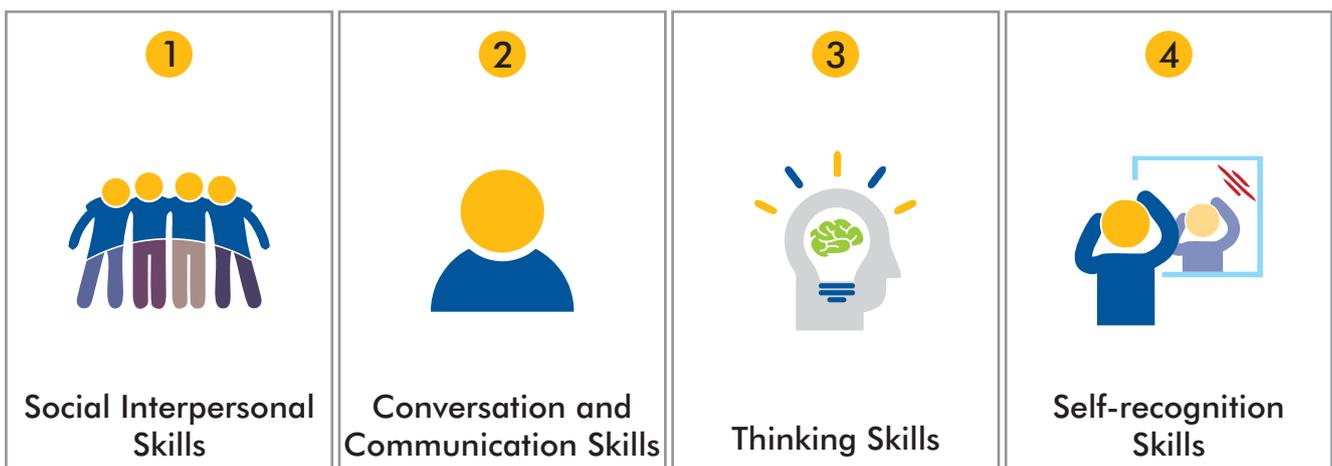
(Workforce Connection Report, 2015, USAID)

Examples:



Soft Skills for Employees:

Usually employers look for these four soft skills in their employees:



There are two major types of soft skills; personal and interpersonal. Their description is as follows:

1 Individual Skills	2 Social Interpersonal Skills
<p>The skills that increase the performance of any individual.</p>	<p>The skills that are necessary for mutual interaction, communication and social relations.</p>



Session 1

Self Confidence for Sewing Machine Operators

Self Confidence for Sewing Machine Operators



7
Hours

- Recognizing your skills, strengths and weaknesses as a machine operator.
- Process of building confidence.
- Advancement of personality for machine operator.

Story of Self-confidence:

Once upon a time a large caravan was passing through a desert and lost its way. The travelers were trying to find the way for many days and had almost given up. Then suddenly, a green valley and white town were sighted. When the caravan reached there, they found out that a high wall was blocking the way. A few brave persons decided to climb over the wall but others were calling that they will fail and fall. One of the men actually fell down.

But one of them succeeded in reaching the top and helped others to climb up using a rope. Afterwards it transpired that he was deaf and successfully reached the top because he could not hear the demoralizing calls of people standing down. His self-confidence gave him success and the discouraging views of others counted nowhere.

Summary of Session

This session will allow you to understand your strengths and weaknesses. You will also be able to bring positive change within yourself, through better decisions. With the help of this session, you will be able to improve your personality, by identifying your unique professional strengths and abilities. Others will appreciate the positive change, that will not only enhance your confidence but also improve your personality.

Story of Confidence

<p>Education</p> 	<p>Seema works in a garments factory and prepares different kinds of men's' wear. Seema is the most educated among all the machine operators in her factory.</p>
<p>Skill</p> 	<p>Rashid is working in a sportswear factory, manufacturing synthetic fabric for the uniform of players. The stitching of uniforms prepared by him is very neat and he gets a lot of appreciation for his good work.</p>
<p>Capability</p> 	<p>Ali manufactures leather jackets and bags in a leather garments shop. He is a good designer and sometimes manufactures other items from the waste pieces of leather. His colleagues are impressed of his abilities.</p>
<p>Words and Phrases</p> 	<p>Shahid is a tailor in a boutique shop manufacturing different dresses of women. When women guide him about the details of design, he listens to them carefully.</p>
<p>Attitude and Behavior</p> 	<p>Irum prepares woolen items (cardigans, jerseys, gloves etc.) on knitting machine in a factory. She is an expert in her work, as well as a confident conversationalist. She tries to be kind to everyone.</p>
<p>Physical Appearance</p> 	<p>Ahsan is working as an industrial machine operator in a factory. He pays attention to his physical appearance His hair are neat and shoes clean. All his colleagues are very much impressed from him.</p>

QUESTIONS

Read the stories described above carefully and tell:

- What are the peculiarities of the machine operator in each story?
- In your opinion, do these qualities enhance the confidence of machine operators? If, Yes, explain.



Self-Confidence of Machine Operators

Keeping in view your routine and Professional life, describe your level of confidence while meeting with someone. If you meet him/her with high confidence, tick mark (✓) the upward arrow (↑) and in case of low confidence level tick mark (✓) the downward arrow (↓). Then tick mark (✓) any one or two of the four reasons

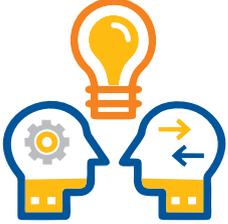
Ordinary Life		Reason	Professional Life		Reason
1	<input type="checkbox"/> <input type="checkbox"/> ↓ ↑	<input type="checkbox"/> Education <input type="checkbox"/> Ability <input type="checkbox"/> Conversation <input type="checkbox"/> Attire	1	<input type="checkbox"/> <input type="checkbox"/> ↓ ↑	<input type="checkbox"/> Education <input type="checkbox"/> Ability <input type="checkbox"/> Conversation <input type="checkbox"/> Attire
2	<input type="checkbox"/> <input type="checkbox"/> ↓ ↑	<input type="checkbox"/> Education <input type="checkbox"/> Ability <input type="checkbox"/> Conversation <input type="checkbox"/> Attire	2	<input type="checkbox"/> <input type="checkbox"/> ↓ ↑	<input type="checkbox"/> Education <input type="checkbox"/> Ability <input type="checkbox"/> Conversation <input type="checkbox"/> Attire
3	<input type="checkbox"/> <input type="checkbox"/> ↓ ↑	<input type="checkbox"/> Education <input type="checkbox"/> Ability <input type="checkbox"/> Conversation <input type="checkbox"/> Attire	3	<input type="checkbox"/> <input type="checkbox"/> ↓ ↑	<input type="checkbox"/> Education <input type="checkbox"/> Ability <input type="checkbox"/> Conversation <input type="checkbox"/> Attire
4	<input type="checkbox"/> <input type="checkbox"/> ↓ ↑	<input type="checkbox"/> Education <input type="checkbox"/> Ability <input type="checkbox"/> Conversation <input type="checkbox"/> Attire	4	<input type="checkbox"/> <input type="checkbox"/> ↓ ↑	<input type="checkbox"/> Education <input type="checkbox"/> Ability <input type="checkbox"/> Conversation <input type="checkbox"/> Attire
5	<input type="checkbox"/> <input type="checkbox"/> ↓ ↑	<input type="checkbox"/> Education <input type="checkbox"/> Ability <input type="checkbox"/> Conversation <input type="checkbox"/> Attire	5	<input type="checkbox"/> <input type="checkbox"/> ↓ ↑	<input type="checkbox"/> Education <input type="checkbox"/> Ability <input type="checkbox"/> Conversation <input type="checkbox"/> Attire
6	<input type="checkbox"/> <input type="checkbox"/> ↓ ↑	<input type="checkbox"/> Education <input type="checkbox"/> Ability <input type="checkbox"/> Conversation <input type="checkbox"/> Attire	6	<input type="checkbox"/> <input type="checkbox"/> ↓ ↑	<input type="checkbox"/> Education <input type="checkbox"/> Ability <input type="checkbox"/> Conversation <input type="checkbox"/> Attire

What is Self-confidence?

Belief in one's own abilities, skills, opinion and decisions is called Self-confidence.

This belief reflects in the ordinary as well as Professional life of a person.

Advantages of Self-confidence:

<p>1</p>  <p>Recognizing one's own Capabilities</p>	<p>2</p>  <p>Positive Attitude</p>	<p>3</p>  <p>Successful Life</p>
<p>4</p>  <p>Trust in others</p>	<p>5</p>  <p>Accepting Challenge</p>	<p>6</p>  <p>Expressing one's Emotions</p>

Reasons for Enhanced Trust:

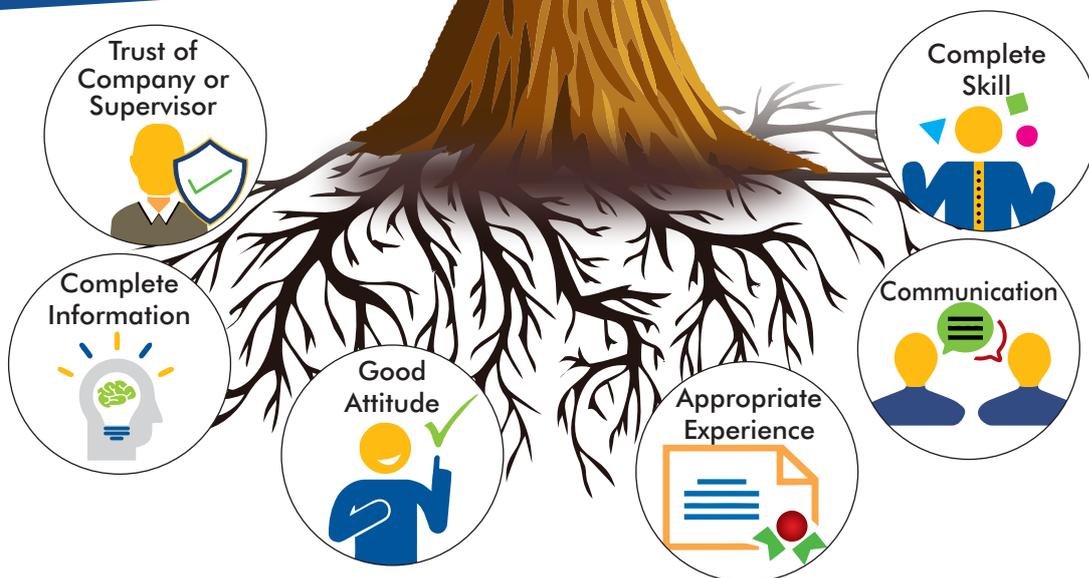
Visible Reasons		Invisible Reasons	
<p>1</p>  <p>Dress</p>	<p>2</p>  <p>Smile and Speech</p>	<p>1</p>  <p>Education</p>	<p>2</p>  <p>Skill, Expertise or Attitude</p>
<p>3</p>  <p>Facial Expression</p>	<p>4</p>  <p>Walking Confidently</p>	<p>3</p>  <p>Complete Information</p>	<p>4</p>  <p>Positive Thinking</p>

Tree of Self-Confidence

Effects:



Reasons:



How machine operators can have a better turn out?

Cleanliness:



- Adopt healthy and clean habits.
- To remove germs and dirt.
- Change your dress every day.
- Have a appropriate attire.
- Dress should be clean and neat.

Getting Rid of Bad Odor



- Use a good perfume or scent.
- Use deodorant.
- Change your dress daily.
- Wear clean and dry shoes.

Protecting your Hair:



- Wash your hair twice a week.
- Cut and trim your hair properly.
- Men should go to a good barber shop.
- Oil your hair regularly

Cleaning of Teeth:



- Brush your teeth after each meal and before going to bed.
- Pick out the food particles from teeth.
- Paan, Tobacco, Cigarettes etc. discolor your teeth, so abstain from such things.

Cleanliness of Hands:



- Wash your hands before and after taking food.
- Trim and clean your nails.
- Use a cream or lotion to protect your hands

Cleanliness of Feet:



- Keep your feet clean. If possible wash your feet 3-4 times a day.
- Use a pumice stone/foot file to clean your heels.
- Wear a clean pair of socks daily.



Personal Grooming of Machine Operator

Take a review of following things during work, and tick mark (✓) the level of confidence because of these conditions.

1 Dress:  Very Good
 Good
 Satisfactory

Enhances or decreases confidence:.....

2 Shoes:  Very Good
 Good
 Satisfactory

Enhances or decreases confidence:.....

3 Socks:  Very Good
 Good
 Satisfactory

Enhances or decreases confidence:.....

4 Hands:  Very Good
 Good
 Satisfactory

Enhances or decreases confidence:.....

5 Feet:  Very Good
 Good
 Satisfactory

Enhances or decreases confidence:.....

6 Nails:  Very Good
 Good
 Satisfactory

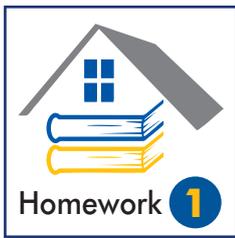
Enhances or decreases confidence:.....

7 Teeth:  Very Good
 Good
 Satisfactory

Enhances or decreases confidence:.....

8 Hairs:  Very Good
 Good
 Satisfactory

Enhances or decreases confidence:.....



Review of Machine Operator's Personality

Circle the marks obtained and see the results:

Consider your lifestyle and habits as a machine operator, and answer the following questions. In the end, rate your answers by using a scale of 1 to 5.

1 Washing Hands Before Eating Marks Obtained (1-5) _____	2 Cleaning Your Teeth Twice a Day Marks Obtained (1-5) _____	3 Taking Bath Marks Obtained (1-5) _____
4 Combing Your Hair Marks Obtained (1-5) _____	5 Taking Bath Marks Obtained (1-5) _____	6 Wearing Clean Socks Marks Obtained (1-5) _____
7 Cutting Your Nails Regularly Marks Obtained (1-5) _____	8 Keeping Your Shoes Clean Marks Obtained (1-5) _____	9 Keeping Your Shoes Clean Marks Obtained (1-5) _____

Total Marks Obtained:			
Good Personality	40	-	50 =
Satisfactory Personality	40	-	30 =
Average Personality	30	-	40 =
Inappropriate Personality	00	-	20 =

Session 2

Communication Skills for Sewing Machine Operators

Communication Skills for Sewing Machine Operators



3

Hours

- Ordinary and professional usage of a machine operator.
- Professional usage and non-verbal communication in daily, for machine operator.

Story about Communication Skills:

A king saw a dream that all of his teeth are broken. He summoned different people to find out the meaning of dream. Every one of them gave the same interpretation that his whole family will die soon. King was angry and put all of them to jail. Then he called for the most famous sage of his kingdom and asked about the interpretation of his dream. The sage was well aware of king's anger, so he replied tactfully and said: our king will live longer than any member of his family. King was happy to hear this, gave bountiful gifts to the sage and sent off.

Summary of Session

In this session you will review communication skills, and will learn how a machine operator can enhance his/her communication skills. You will find effective ways of communication as well as instructions to this end. This will enable you to develop better communication and listening skills. You will improve your personality and create a better impression through the used of communication skills.. All these things will play an important role in your success.

Communication Skills for Machine Operator

Nadia	Maria
Nadia was always smart student in studies and always stood first in her class.	1 Maria was a class fellow and friend of Nadia.
Many people appreciated her intelligence. All the teachers liked her.	2 Maria was not intelligent as Nadia, but used to take part in every debate competition in college.
But she was not good at communication with others and always stayed quiet.	3 She communicated with people with confidence.
After the completion of studies, when she went for interview, fear was evident on her face, and hands were shaking.	4 After the completion of studies, she also gave an application for job along with Nadia.
She could not communicate properly and gave many wrong answers.	5 She was confident during interview and gave all correct answers. She was confident that she will get the job.

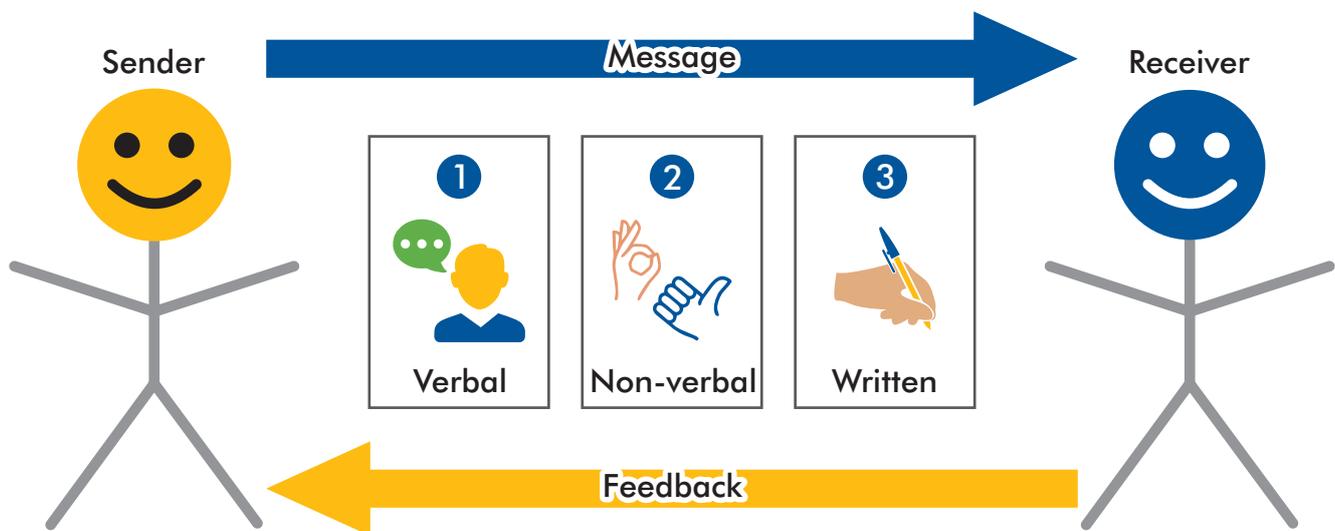
QUESTIONS

- In your opinion, who can get the job?
- Are you also afraid of communicating like Nadia?
- Do you want to become confident like Maria?

Communication Skills for Machine Operator

Exchanging your views, information or feelings verbally or in writing is called communication. It involves a sender and a receiver. Some medium is used to send and receive the message, as illustrated in the model given below:

The secret of personal and professional progress lies in conversation and interpersonal communication skills



Communication Methods:



Verbal
(Speaking, listening,
making sounds)



Non-Verbal
(Signs, symbols, pictures)



Written
(E-mail, letters, messages)



How to Communicate as a Machine Operator?

<p>1 </p> <p>With Family</p>	<p><input type="checkbox"/> Verbal</p> <p><input type="checkbox"/> Written</p>	<p><input type="checkbox"/> Through Signs</p> <p><input type="checkbox"/> By listening</p>
<p>2 </p> <p>With Friends</p>	<p><input type="checkbox"/> Verbal</p> <p><input type="checkbox"/> Written</p>	<p><input type="checkbox"/> Through Signs</p> <p><input type="checkbox"/> By listening</p>
<p>3 </p> <p>With Relatives</p>	<p><input type="checkbox"/> Verbal</p> <p><input type="checkbox"/> Written</p>	<p><input type="checkbox"/> Through Signs</p> <p><input type="checkbox"/> By listening</p>
<p>4 </p> <p>With Clients</p>	<p><input type="checkbox"/> Verbal</p> <p><input type="checkbox"/> Written</p>	<p><input type="checkbox"/> Through Signs</p> <p><input type="checkbox"/> By listening</p>
<p>5 </p> <p>With Shop-keepers</p>	<p><input type="checkbox"/> Verbal</p> <p><input type="checkbox"/> Written</p>	<p><input type="checkbox"/> Through Signs</p> <p><input type="checkbox"/> By listening</p>
<p>6 </p> <p>With Factory Employees</p>	<p><input type="checkbox"/> Verbal</p> <p><input type="checkbox"/> Written</p>	<p><input type="checkbox"/> Through Signs</p> <p><input type="checkbox"/> By listening</p>
<p>7 </p> <p>With Manager/ Supervisor</p>	<p><input type="checkbox"/> Verbal</p> <p><input type="checkbox"/> Written</p>	<p><input type="checkbox"/> Through Signs</p> <p><input type="checkbox"/> By listening</p>

Instructions for Conversation

In verbal communication, the message is conveyed through conversation, voice and language. We will give you some beneficial tips for this purpose.

1



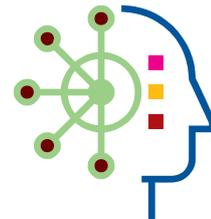
Think before you speak – first listen to the person and then reply after thinking things through.

2



Listen carefully so that the message is clearly understood.

3



Give full attention

4



listen to the speaker carefully and do not interrupt

5



Try to understand someone's stance/perspective by ask a question

6

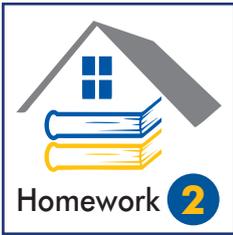


Give your opinion at the end of the conversation and then respond.

7



Speak concisely.



Review of Verbal Communication Skills of Machine Operator

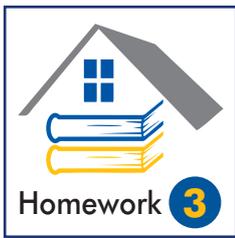
Solve the following question by tick (✓) marking Yes or No.

#	Questions	Yes	No
1	I can introduce myself as a machine operator.		
2	I am able to have a conversation about routine topics.		
3	I can talk about my experiences.		
4	I can give and take advice.		
5	I can agree with anyone easily.		
6	I can easily give my consent to anyone.		
7	I can talk about personal and ethical problems.		
8	I can talk about solving personal problem.		
9	I can answer my colleagues' queries at workplace.		
10	I can talk to any stranger on telephone.		
11	I can call to book a hotel room, bus/train seat.		
12	I can order a meal in a hotel.		
13	I can ask for help of salesman at a shop.		
14	I can request others for help.		
15	I can communicate comfortably with visitors at workplace.		

Your Answers:

Total Yes

Total No



Evaluate your Communication and Listening Skills

QUESTIONS

- How do you rate my communication skill and which aspect I need to improve?
- Do you think that I try to understand by listening attentively, or do I interrupt?

<p>1</p>  <p>With Family</p>	<p>Answer # 1:</p> <p>Answer # 2:</p>
<p>3</p>  <p>With Friends</p>	<p>Answer # 1:</p> <p>Answer # 2:</p>
<p>2</p>  <p>With Relatives</p>	<p>Answer # 1:</p> <p>Answer # 2:</p>
<p>4</p>  <p>With Clients</p>	<p>Answer # 1:</p> <p>Answer # 2:</p>

Who is at fault?

1

Friends



One of Akbar's friends read an advertisement for job in a newspaper and informed Arshad over the phone. Arshad was busy in having a meal and could not focus on this information. Moreover, because of interrupting again and again, he could not understand the address correctly.

2

Route



Next morning when Arshad left his house for the interview, he forgot the address and reached very late after asking several people for directions, along the way. He had a conflict with the rickshaw driver too. Consequently he could not reach on time.

3

Factory



On reaching the factory he was grew nervous seeing three persons in the interview panel. The interviewers asked many questions, but Arshad interrupted them and kept responding to incomplete questions.

4

Home



Aslam was coming back home from factory when her wife called on phone. She asked about what she should make for dinner, but because of traffic rush, he could not focus and told her to prepare whatever she likes. However, he became angry he had an argument, upon seeing that his favorite meal was not prepare.

Read every story carefully and answer the following questions:

QUESTIONS

- Who is at fault?
- What was the mistake and why it happened?
- What was the result of this mistake? Good or bad?
- What are possible effects of this result on the personal and Professional life of sewing machine operator?

What is Listening?

To hear carefully and to understand others is known as the ability to listen. It is not an easy task as it requires a lot of attention as well as consideration.

It is essential to listen for effective communication.

People Understand:

7%

Through Words

38%

Through Voice and Intonations

55%

Through Movements and Signs

Why listening is important?



Improvement in Relations



Increase in Knowledge



Better Understanding



Saves Time



Saves Money



Avoiding any Problem

Non-verbal Communicatino

Non-verbal communication consists of conveying your message without using words. These messages are conveyed through body language, movements, distance and facial expressions.

Remember! Non-verbal communication is much more effective than verbal communication, and tells others a lot about you.

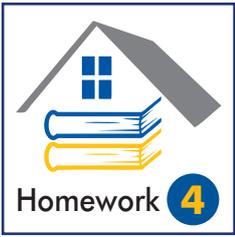
Ways of Non-verbal Communication:

<p>1</p>  <p>Facial Expressions</p>	<p>2</p>  <p>Movement of Hands</p>	<p>3</p>  <p>Movement of Eyes</p>	<p>4</p>  <p>Body Language</p>
<p>5</p>  <p>Appearance</p>	<p>6</p>  <p>Voice</p>	<p>7</p>  <p>Touching</p>	<p>8</p>  <p>Pictures</p>

Directions for Non-verbal Communication of Sewing Machine Operator:

Stitching machine operators can improved their non-verbal communication by following the given instructions. Remember! the non-verbal communication is necessary in every field.

<p>1</p> <p>Movement of eyes</p>		<p>Look at the person whom you are talking to, it shows that you are listening carefully. It also enhance self confidence and the speaker can talk to you easily.</p>
<p>2</p> <p>Facial expressions</p>		<p>Facial expressions reveal your feelings. Smile creates a good impression and environment for conversation.</p>
<p>3</p> <p>Distance</p>		<p>Mind the physical distance while talking, and do not stand too close and too far. It is possible that too much distance could may impact you ability to understand others and vice versa. Likewise close proximity may make the other person nervous and uncomfortable.</p>
<p>4</p> <p>Body language</p>		<p>Your body language conveys messages to others, so these should be controlled. too much slouching or hanging lifelessly may communicate it to others... that you are disinterested. Likewise, moving your legs tells that you are bored.</p>
<p>5</p> <p>Movement of Hands</p>		<p>Movements of hands while talking revels that you are taking interest. We can wave our hand to summon or welcome someone. At work place, hand shake is a sign of friendliness, but one should be careful to avoid giving a wrong impression.</p>



How Machine Operator Should Talk?

Play the roles of interviewer and interviewee in a group of three or more:

Maximum time: 10 minutes or according to total number of the participants.

Scenario 1:

You have recently completed a course of sewing machine operator and you are called for a job interview. You have to appear before a panel for the interview. What are the communication, listening and non-verbal skills which interviewers will be using?

Scenario 2:

You are a part of interview panel. What are the communication, listening and non-verbal skills which you will observe in an interviewee? Observe during interview and delineate all three elements.

Session 3

Work Ethics for Sewing Machine Operators

Work Ethics for Sewing Machine Operators



7
Hours

- Work ethics and behavior for machine operator.
- Health and safety instructions for machine operator.

Story about Work Ethics:

A son asked his father: "Father, what is a successful life?" Father took his son out for kite flying. Son was watching his father carefully while flying the kite. After a while he said: "Kite is not rising up because of this cord, should we break it? It will rise higher." Father broke the cord. Kite went a little higher and then started swinging down and finally dived straight to land. Then the father told him the philosophy of life: "Dear son, the height we achieve in our life, it seems to us that we are bound with something and they are stopping us from rising higher. For example, we want to break away from home, family, discipline, parents, etc. Actually, they are those threads which help us to maintain the higher position. Without these cords we will get higher for a while but in the end we will be thrown down, as happened with that kite."

Summary of Session

If an individual is very intelligent and expert in his field but his morals, etiquettes, values are questionable and his social circle dislikes him, then what's the use of such intelligence. Every task has certain ethics, and similarly, there are work ethics as well. By following these ethics, one may attain respect and glory. In this session we will learn about work ethics and their use in our profession.

Who is better?

1

Rashid



Rashid works in a sportswear factory as a machine operator. He is devoted to his factory. He reaches his workplace on time and tries to avoid any absents without a reason. During work hour, he completes his tasks properly, that's why supervisor is satisfied with his work. He completes his work with honesty and all colleagues and supervisor trust him. In case of any mistake he is ready to admit his fault and never show anger. He respects his co-workers and is very polite in attitude. Moreover, he observes his factory policy. Consequently he is working as a successful machine operator.

1

Ali



Ali is a machine operator a leather factory. He does not feel any devotion with his factory and work. He often takes a leave and wastes his time in chit chat and mobile phone during work hours. He never finishes his work on time and shows carelessness. As a result, his colleagues and supervisors always complain about him. In case of any mistake he blames others and shows anger. He is usually in conflict with co-workers and does not care for his machine. Usually supervisor finds out that machine was not oiled on time. Ali's opinion about the policy of factory is that it is only a book for reading; all work will have to be done according to one's own will.

QUESTIONS

- Which of the two machine operator is working better, and why?
- How Rashid will be benefited by following work ethics?
- What problems may be faced by Ali?
- What should Ali do to perform better?

Work Ethics for Sewing Machine Operators

Work ethics are basic principles which should be observed by employees during work. This includes the worker's attitude, role, morality and communication as well as quality of working in a team. Work ethics reflects someone's personality.

Your skills reveal what you are capable of. Your forbearance tells about how much work you want to do, and your work ethics describe your efficiency.

Basic Work Ethics for Sewing Machine Operator:

<p>1</p>  <p>Attendance</p>	<p>2</p>  <p>Devotion</p>	<p>3</p>  <p>Teamwork</p>
<p>4</p>  <p>Honesty</p>	<p>5</p>  <p>Sense of Responsibility</p>	<p>6</p>  <p>Emphasizing Quality</p>
<p>7</p>  <p>Cooperation with others</p>	<p>8</p>  <p>Treating Women Workers Equally</p>	<p>9</p>  <p>Respect</p>

How to Follow Work Ethics as Machine Operator?

As a machine operator, you can follow these principles to ensure work ethics in your company:

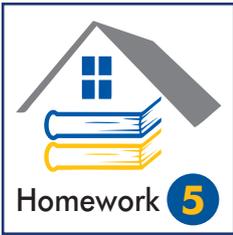
<p>1</p> <p>Give preference to your factory</p>	<p>The factory you are working in is very important for your occupational future. So always think positively about your factory.</p>
<p>2</p> <p>Punctuality</p>	<p>As a machine operator, reaching at workplace on time is important because your absence will affect the work, and delay at the start of work may cause incompleteness.</p>
<p>3</p> <p>Regular Attendance</p>	<p>Keep a good record of your attendance and try to take leave only in case of an emergency or sickness, because casual leaves are against work ethics.</p>
<p>4</p> <p>Complete Your Tasks on Time</p>	<p>Do not leave your tasks till last moment, rather. Rather complete them on time and arrange them in sequence of targets.</p>
<p>5</p> <p>Honesty</p>	<p>If you are dishonest, you cannot prove yourself as a honest person, and consequently your supervisor and colleagues will never trust you or your work.</p>
<p>6</p> <p>Admit your Mistake</p>	<p>If during sewing work you make a mistake, never blame others because this shows that you don't have the capability to complete your work. So, admit your mistake and try to rectify.</p>
<p>7</p> <p>Quality Work</p>	<p>As a machine operation, you should try to work above the expectations of your supervisor. The quality of work is the base of factory's goodwill, so strive to provide quality work.</p>

<p>8</p> <p>Working Continuously</p>	<p>To work more and in an effective manner, it is essential that you work continuously. Even if your supervisor is not present, keep on doing your tasks and accomplishing your work goals</p>
<p>9</p> <p>Keep calm</p>	<p>In case of any mistake in work or in any other situation, exhibit patience instead of anger.</p>
<p>10</p> <p>Be cautious of your choice of words</p>	<p>Machine operators should use appropriate words during work so that other workers are not hurt. So avoid using bad words.</p>
<p>11</p> <p>Listen to co-machine operator's opinion</p>	<p>Machine operators you listen to his/her colleagues patiently, no matter they disagree with you. Patiently listening shows that you respect the</p>
<p>12</p> <p>Speak fairly about fellow workers</p>	<p>Useless talk at workplace and bad comments about a fellow worker is contrary to work-ethics, but casual talk and ill speaking about colleagues is in appropriate.</p>
<p>13</p> <p>Good attitude towards co-workers</p>	<p>Establish a good relation and opinion about fellow workers. If you are friendly with one colleague but at odds with the other, this will make a bad impression.</p>
<p>14</p> <p>Follow your factory policy</p>	<p>Every factory or company has a manual for employees which present rules and regulations to be followed by employees.</p>
<p>15</p> <p>Wear appropriate dress during work</p>	<p>Machine operators should wear appropriate dress during work and use a dress which does not hinder their duties.</p>
<p>16</p> <p>Follow health and safety regulations</p>	<p>Machine operator should observe health and safety regulation during work, and in case of emergency they should ask for help. Moreover hazards should be identifies beforehand.</p>

Reviewing Work Ethics for Machine Operators

Instructions: Review the following work ethics and tell how to what level you are observing them?

		Never	Rarely	Some- times	Frequ- ently	Always
1	Punctuality					
2	Full attendance					
3	Admitting your mistake					
4	Finishing work on time					
5	Staying calm					
6	Working constantly					
7	Working honestly					
8	Quality work					
9	Using appropriate words					
10	Observing health & safety regulations					
11	Preferring your company					
12	Listening to fellow machine operators' opinion					
13	Good attitude towards fellow workers					
14	Observing factory policy					
15	Wearing appropriate dress during work					



How Machine Operator Can Promote Work Ethics

1

Punctuality

What can be improved?

2

Attendance

What can be improved?

3

Admitting your mistake

What can be improved?

4

Finishing work on time

What can be improved?

5

Working Continuously

What can be improved?

6

Staying calm

What can be improved?

7

Working honestly

What can be improved?

8

Quality Work

What can be improved?

9

Using appropriate words

What can be improved?

.....

.....

10

Observing health & safety regulations

What can be improved?

.....

.....

11

Preferring your company

What can be improved?

.....

.....

12

Listening to fellow machine operators' opinion

What can be improved?

.....

.....

13

Good attitude towards fellow workers

What can be improved?

.....

.....

14

Observing factory policy

What can be improved?

.....

.....

15

Wearing appropriate dress during work

What can be improved?

.....

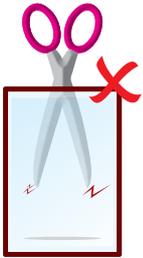
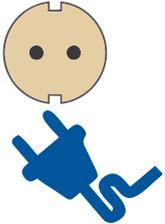
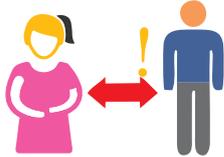
.....

Occupational Health & Safety for Machine Operators

It means ensuring better environment, health and safety at workplace.

Occupational health and safety principles

Occupational health and safety principles for machine operators are as follows:

<p>1</p> <p>Put both pieces of a broken needle in pin-cushion, so that they are not lost</p>		<p>2</p> <p>Do not hold the needle in your mouth. It is a bad habit and can prove dangerous.</p>	
<p>3</p> <p>Put the scissors in box after using. The pointy ends of the scissors should not touch the base.</p>		<p>4</p> <p>Check the plug before turning on the machine.</p>	
<p>5</p> <p>Do not hold the cloth very closely during stitching because it may hurt your hand.</p>		<p>6</p> <p>Unplug the machine when finished, and roll the cable in proper way.</p>	
<p>7</p> <p>Do not walk on wet slippery floor.</p>		<p>8</p> <p>Be careful while using stairs and keep your eyes downward.</p>	
<p>9</p> <p>Do not sit in such a posture during work which may annoy your colleagues.</p>		<p>10</p> <p>If males and females are working together, maintain appropriate distance.</p>	

Cleanliness of Workspace

Cleanliness of the workplace and machinery is also important, machine operators should follow the given instructions.

1



Getting the floor mopped daily

2



Deposit the loppings in dust bin

3



Keep your dress and person clean

4



Clean and oil the machine on time

5



Arrange the cleaning of floor, doors and windows at workplace

6



Keep your tools and equipment clean

Hazards at the Workplace

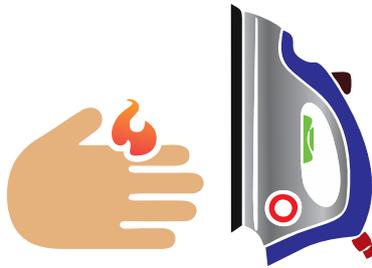
Shifting of machine from one place to another.

1



Shifting of machine from one place to another.

2



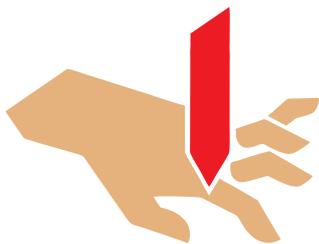
Hot iron may burn you.

3



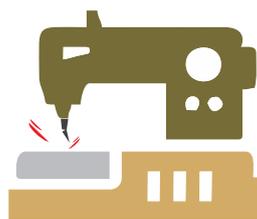
Short circuit causing fire.

4



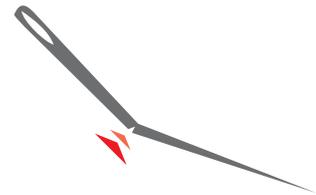
Injury of hand while cutting with scissors or cutter.

5



Keep the plastic shield on while working on button-machine, so that any broken piece of needle may not get into your eye.

6



If the needle is broken, collect it's both pieces to avoid injury.

7



Working for long hours in awkward posture, which cause pain in body and weakens the muscles.

8



Use of air pressure to clean the may cause you to inhale of dust particle and result in respiratory disease.

9

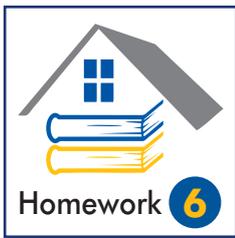


Likewise, lifting heavy loads, working for long hours and bad posture may damage you.



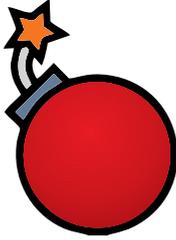
Preventing Hazards

	What you will do in such situations while working in factory?
<p>While stitching, Irum's hand got caught in the needle and needle pierced the flesh and nail. She began screaming with pain and her hand was bleeding.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>During lunch break, Rashid slipped from stairs and fell down. His head and backbone were severely injured and he was unable to stand up.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>While working in factory, the supervisor shouted loudly that an earthquake was approaching and all the workers started running. Your bag and some material are still in the cabinet but you also want to evacuate the premises.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Ali smelled an odor of burning of electric wires while working. He took a deep breath and the intensity of the smell. He saw sparks emitting in electric board.</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



Safety Measures during Work

Instructions: Search the Telephone numbers of the following emergency departments that you may contact in any emergency situation.

<p>In case of an emergency</p>  <hr/>	<p>Punjab Police</p>  <hr/>	<p>Fire brigade</p>  <hr/>
<p>Ambulance</p>  <hr/>	<p>Bomb Disposal</p>  <hr/>	<p>Pakistan Rangers (for reporting terrorism)</p>  <hr/>
<p>Pakistan Army (for reporting terrorism)</p>  <hr/>	<p>Contact no of factory supervisor or head (for emergency)</p>  <hr/>	<p>Contact no. of a family member (for emergency)</p>  <hr/>

Session 4

Time Management

Time Management for Sewing Machine Operators



2
Hours

- Proper use of time while operating a machine.
- Time wasting elements for machine operator.
- Ways to use time better.

Story about time management

An intelligent student of grade 9 participated in a speech competition at his school. The topic was: "Value of Time." He told his mother that a weekly speech competition was being held in his school and he was participating in it. His mother advised him to prepare well. But he thought that he still had whole week and would do the preparation with leisure. He could not imagine the pace of time and now only one day was left, but he had no preparation at all. When the competition started, he had forgotten the speech altogether and signs of embarrassment were evident on his face. He realized that preparing on time could have saved him from embarrassment.

Summary of Session

Time is an invaluable commodity; those that value it --- succeed, and those that take it for granted ---fail. Time is passing us by, continuously. In life only those succeed that use time in an effective manner. In this sessions, we will learn how to make the most of ever-passing and seemingly invisible time in order to succeed in our professional lives

Save Time and Achieve Success

Sidra	Saeed
Sidra is a sewing machine operator and her method as well as the finesse of her work is greatly appreciated	1 Saeed is a sewing machine operator and he does his best, based on his personal skill-set
Sidra completes the assigned task on time and is very punctual.	2 Saeed does not complete his tasks on time and is always late.
Sidra wakes up early and reaches the factory on time.	3 Saeed is a late-riser and reaches factory very late.
Sidra chit chats with her colleagues only during lunch break.	4 Saeed is usually wastes time in chit chat with other machine operators and employees.
Sidra sews more pieces without wasting any time and gets a good remuneration.	5 Saeed is not able to sew enough pieces because of time shortage and his remuneration is low.
Sidra oils her machine before starting her work, so her machine works well.	6 Saeed cannot find time to oil and clean the machine, so his machine is frequently out of order.

QUESTIONS

- Read the stories of Saeed and Sidra thoroughly and answer these questions:
- Who is better?
- What is the reason of them being better?
- How a successful sewing machine operator utilizes his/her time?

Time Management

Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency and productivity. Jim Rohn has rightly said that, "Either you run the day or the day runs you".

Time is a pearl dropped in deep sea, and hence, impossible to redeem.
-Anonymous.

Importance of time for machine operator:

The machine operator's work is directly related to time, if the machine operator utilizes his/her time well, he/she can complete the assigned tasks well in time.

Waking up, getting ready and leaving home for factory is related with time only.

Selection of proper means of communication ensures that you will reach factory on time.

Preparing the machine before starting your work and making sure that you start the production on time.

Your work on machine is based on per piece and sewing or every pieces is related to specific time.

Sewing of piece is directly related to the pace of machine which is measure per minute/per second.

In production, the timing of your task is linked with the previous and upcoming operator.

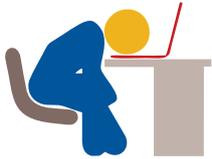
If less pieces are sewn in targeted time, it will lower the remuneration

If your remuneration is based on per piece, you can enhance you income by sewing more pieces in less time.

Leaving home and reaching home on time, taking your lunch on time and going to bed at scheduled hour will enhance your performance.

Benefits of time management:

Machine operator's work is directly linked to time, if machine operator utilizes his/her time well, he/she can complete the assigned tasks well on time.



1

Better management of work load.

- Better planning of responsibilities.
- Catheterizing and scheduling tasks in a better way.
- dividing important and urgent tasks.



2

Relief from mental pressure.

- Completing your work on or before time.
- Performance and results according to plan.
- Satisfaction through good performance.



3

Completion of all work and responsibilities.

- Completion of tasks on time responsibilities.
- Division of tasks for important activities.
- Time table for tasks.



4

Increased confidence.

- Feeling of satisfaction.
- Becoming a role model.
- Increased confidence and enthusiasm.



5

Better work.

- Short and long term planning.
- Better division of tasks and teamwork.
- Better use of time table.



6

Better recognition.

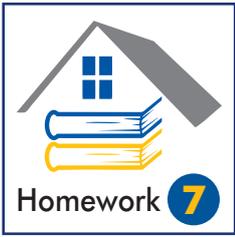
- Earning good name by completing your tasks on time.
- Recognition through better performance.
- Good feedback from supervisor and colleagues.



How the time is wasted?

Analyze the given situations as machine operator and tell if they waste your time? If yes, how it affects your performance? Tick mark one of the three columns (yes, no, good, none, bad) according to their effects on performance?

Situation	Is the time being wasted		What are the effects on performance?		
	Yes	No	Good	None	Bad
Chit-chat with friends.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not setting a target.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fault in machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not receiving the cutting on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
leaving to drink water, repeatedly/frequently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Going to washroom, unnecessarily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long lunch breaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Ways to save Machine Operator's time

Consult with parents, friends or supervisors about time wasting factor and tick mark(✓) the relevant box, and write down their suggestions in last column.

Situation	Who did you consult?			What solutions were proposed?
	Parents	Friends	Supervisor/teacher	
Chit-chat with friends.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Not setting a target.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fault in machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Not receiving the cutting on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leaving work to drink water repeatedly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Going to washroom unnecessarily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Long lunch breaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Session 5

Attention to Detail

Attention to detail for Sewing Machine Operators



7
Hours

- Attention to detail in machine work and its importance.
- Benefits of attention to detail.
- Instruction and methods of attention to detail for machine operator.

Story about Attention to detail:

A state was run by a king and queen. The queen wanted to appoint her brother as a vizier, but king was in favor of an intelligent and capable person. This was a desperate situation for queen. She used to quarrel with king regarding the appointment of her brother. At last the king devised a solution. One day he was sitting with the queen in canopy and viewing over the streets. King pointed out some strangers in the crowd. Queen's brother was also present. King asked him to go and get information about those strangers. Queen's brother abided and came back with news that those strangers are from neighboring state and they have such and such names. King inquired his brother in law about the purpose of their visit. He requested the king to wait for a while. He went out again and came back with required information that trade is their purpose. King asked how long they intend to stay. Brother in law once again went to bazar and informed the king that the foreigners will stay for three days. King asked where they will stay. Brother one again took leave and told on his return that they are staying in a nearby inn. Then the king called for his proposed vizier and ordered him to fetch information about those strangers. He did not come back for a while, and queen remarked, what a lethargic man he is, my brother was too quick in his performance. After a while, that man came back and gave all required information in one go: Their names are so and so, they are from such and such state and want to buy some famous articles from here. They are staying in a nearby inn, etc. King asked that man and his brother-in-law to wait in adjacent room. Then asked the queen about who would be better for the post of vizier? Her brother had wasted too much time to get the require information; while the other man brought all necessary information in one go because he understood his task well and worked diligently.

Summary of Session

The purpose of this session is to enhance your skills through attention to detail so that you can understand your work of machine operator and give proper attention to each step. Remember that one cannot perform without attention to detail. So you should pay attention to knowledge, skill, machine, equipment, raw materials, fabric, work order, monitoring, quality, safety measures and performance. You can improve your attention to detail through practical exercises given in this session.

Guess!

Arshad is a sewing machine operator in a factory. His daily tasks are given below so that you can get an overview of his responsibilities. After reviewing these tasks, guess which of these tasks can be avoided.

1	Cleaning the machine and workplace.
2	Getting the machine ready and doing minor repairs.
3	Checking the pattern plate, needle and cutting equipment.
4	Taking instruction from supervisor and checks the target for the day.
5	Making changes in cloth material, thread, needle and other material according to work order.
6	Understanding the design and his own role in making of the entire product, fully.
7	Making an advance estimate of per piece time for his task.
8	Receiving product pieces after counting them.
9	Initiating the process and then using hands for stability in forwarding of pieces, arranging them in specific direction and putting them under the needle
10	Keeping his hand or hands & arms ready for use in work.
11	Monitoring the work or sewing and machine's working closely.
12	Keeping an eye on gauge, signals or lights during using the machine.
13	Keeping the cloth and string ready for sewing and embroidery.
14	Adding elastic, zip, hook, button and frill/lace as per work order and pattern.
15	Checking the quality of finished pieces and making required changes in machine settings to fix any faults or problems in quality.
16	Keeping an accurate record of material used and preparing a log of work done according to set target.
17	Switching off the machine in running position, requesting for mechanic for any kind of repairs.

Attention to Detail

Attention to detail is the ability to complete a task in an accurate manner. Attention to detail is very important for a sewing machine operator because a minor mistake in cloth, leather, synthetic material or woolen products may ruin the whole product, so machine operator should give attention to detail at every step. Let us see which aspects need attention to detail.

1 Attention to knowledge and skill



Complete information about raw material:

- Knowledge of all steps of production.
- Quality assurance.
- Estimate of cost and expenses.
- Fast and quality work.

2 Attention to machine and parts



Use and maintenance of machine and following parts:

- Pattern plate.
- Needles.
- Foot presser.
- Cutting equipment and blade

3 Attention to work order



Understanding/studying work order and correct selection of the following based on it:

- Cloth or fabric
- String and needles
- Pattern and additional things to be attached
- Double checking everything before sewing

4 Attention to raw material or other materials



Receiving piece or product after counting according to step:

- Cloth or fabric
- Piece or part of product
- String and needles
- Lace, elastic, button and additions things

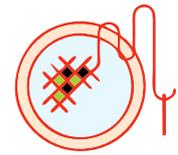
5 Attention to sewing or designing



Starting your work and using hands to manage the following:

- Arranging the pieces
- Forwarding
- Arranging the pieces in specific direction
- Putting under the needle

6 Attention to embroidery



Preparing string and needle for embroidery:

- Preparing the machine
- Doing embroidery as per pattern

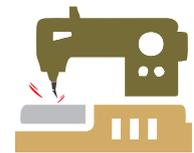
7 Attention to additional materials



Attaching following materials to product according to work order and pattern:

- Elastic and thick string
- Zipper and hooks
- Buttons and frills

8 Attention to machine while working



Giving attention to following:

- Detailed attention to sewing
- Satisfactory performance of machine
- Gauge, signals or lights of machine

9 Attention to quality and performance



Personally checking the quality of finished pieces or work done:

- Adjusting machine settings to rectify the problems in quality
- Ensuring the quality according to instructions or checklist
- Comparison of target and finished products

10 Attention to finishing



Keeping a correct log of materials used:

- Keeping a log of finished items according to target
- Turning off the machine in working condition
- Sending for mechanic if any repair is necessary

Advantages of Attention to Detail



Good performance

- Proper use of raw material, machine and equipment.
- Proper understanding of attention to details.
- Minimizing and eradicating the errors in work.
- Production on machine according to sequence and standard.



Elaborating tasks

- Proper understanding of work order.
- Listening and understand the supervisor thoroughly.
- Elaboration of every party of pattern or design.
- Understanding the instruction regarding machine and equipment.



Safety during work

- Following the safety regulations during work.
- Managing the hazards during work.
- Explaining necessary instructions and process.
- Understanding safety equipment and their better use.
- Arranging raw material, machine, equipment and other materials.



Goodwill as machine operator

- Having a goodwill regarding machine knowledge and quality work.
- Showing better performance on daily and monthly basis.
- Better relations with team members and other departments.
- Identify yourself with your work.
- Other workers contacting you for guidance and advice.

9 Instructions for Attention to Detail

1



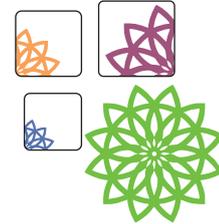
When you get tired, leave the work for a while and later, return with renewed zeal and recommence the work with attention

2



If possible, ask the supervisor or other workers to review your work and take their feedback seriously.

3



Divide the sewing task into smaller chunk according to pattern or design.

4



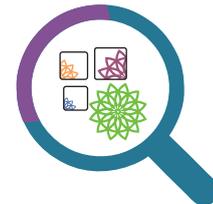
Start working on your machine early, so that you can amend it later..

5



If attention is diverted, take tea or drink water according to schedule and resume your work.

6



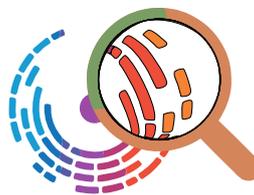
Review your finished products and follow the supervisor's advice.

7



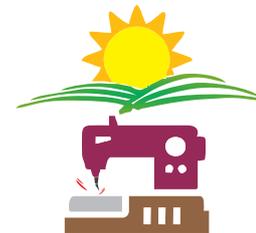
Ask question regarding ambiguous things for getting and explanation.

8



Remember the signs, symbols, numbers, abbreviations and words.

9

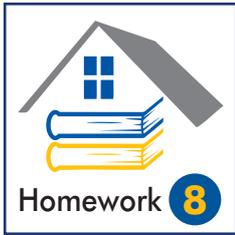


Every day before starting your machine, think of it as a new day and new tasks. This will enhance your



Advantages of Attention to Detail

Ways	Do you do this?		What may be improved?
	Yes	No	
1- Remember:			
Check the machine and equipment thoroughly.	<input type="checkbox"/>	<input type="checkbox"/>	
Remember the production method and process.	<input type="checkbox"/>	<input type="checkbox"/>	
While sewing remember every step and results.	<input type="checkbox"/>	<input type="checkbox"/>	
2- Do not divert your attention:			
Maintain your level of interest. Forge a deeper connection with your machine	<input type="checkbox"/>	<input type="checkbox"/>	
Use time properly. Postpone unnecessary work.	<input type="checkbox"/>	<input type="checkbox"/>	
Check the quality of piece or product and review it.	<input type="checkbox"/>	<input type="checkbox"/>	
3- Think positively:			
Remember that good work is always appreciated.	<input type="checkbox"/>	<input type="checkbox"/>	
Think about your promotion.	<input type="checkbox"/>	<input type="checkbox"/>	
Remind yourself that goodwill of the company is linked with product.	<input type="checkbox"/>	<input type="checkbox"/>	
Think about better work opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	
4- Attention to detail exercise:			
While operating the machine, remember the initial, middle and end processes.	<input type="checkbox"/>	<input type="checkbox"/>	
Remember the instructions about quality control.	<input type="checkbox"/>	<input type="checkbox"/>	
Increase your interest in work, take a little rest, and stretch your body.	<input type="checkbox"/>	<input type="checkbox"/>	
Use a checklist to monitor your work.	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare a list of materials, equipment or required material.	<input type="checkbox"/>	<input type="checkbox"/>	



Your work and Attention to Detail

Main tasks of your department are given below. Look at these tasks and mark the relevant columns to rate the importance (Very much or none). Then give remarks in the third column about relevant necessary and critical things associated with the task.

For example, the first important task of an industrial sewing machine operator is: understanding the single needle lock machine. The operator may say that great attention is necessary for this task. He can write remarks in last column, like: the model of machine, how it works, how to switch it on or off, what is standard speed, etc.

Industrial sewing machine operator

Necessary tasks	Level of attention required			Things to be noted
	Much	Less	None	
Machine and equipment:				
Understanding the single needle lock sewing machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding the working of overlock machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding the operation of buttonhole machine and button stitch machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Machine maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparation and start of work:				
Bobbin winding, thread winding, replacement of needle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Taking orders and getting ready.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding the design and pattern.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stitching the pieces forwarded to you.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Switching on the machines and controlling their speed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Necessary tasks	Level of attention required			Things to be noted
	Much	Less	None	
Card sewing is easy to difficult	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sewing different parts, e.g. collar, pocket etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality, Repair and safety measures:				
Quality work within stipulated time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fixing the faults of machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Following the safety instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Knitting machine operator

Necessary tasks	Level of attention required			Things to be noted
	Much	Less	None	
Machine and Equipment:				
Understanding the working of the knitting machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding the working of the overlock machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Repair and maintenance of the machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparation and start of work:				
Readying the knitting machine according to work order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding the design and pattern.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding the combination of colors and their use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Embroidery work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checking of products and giving them finishing touch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Necessary tasks	Level of attention required			Things to be noted
	Much	Less	None	
Quality, Repair and safety measures:				
Quality work within stipulated time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fixing the faults of machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Following the safety instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Leather products sewing machine

Necessary tasks	Level of attention required			Things to be noted
	Much	Less	None	
Machine and Equipment:				
Understanding the working of sewing machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding the equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Repair maintenance of machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparation and start of work:				
Readying the machine and equipment according to work order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Receiving and understanding the order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding the design and pattern.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Start of sewing work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checking of products and giving them finishing touch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Sewing of leather goods:

Necessary tasks	Level of attention required			Things to be noted
	Much	Less	None	
Quality, Repair and safety measures:				
Quality work within stipulated time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fixing the faults of machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Following the safety instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Sewing of Sportswear

Necessary tasks	Level of attention required			Things to be noted
	Much	Less	None	
Machine and Equipment:				
Understanding the working of various machines (for example: lock stitch, overlock, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working on special sewing machine for sportswear (flat lock, Bartech, feed of arm, button, zigzag, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oiling and cleaning of machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparation and start of work:				
Readying the machine and equipment according to work order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Receiving and understanding the order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding the design and pattern.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Necessary tasks	Level of attention required			Things to be noted
	Much	Less	None	
Start of sewing work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Checking of products and giving them finishing touch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality, Repair and safety measures:				
Quality work within stipulated time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fixing the faults of machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Following the safety instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Household sewing

Necessary tasks	Level of attention required			Things to be noted
	Much	Less	None	
Machine and Equipment:				
Understanding the workings of sewing machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparing a draft and pattern.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Selection of cloth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stitching:				
Sewing different kinds of dresses (ladies', men's and children's)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protecting and carefully handling of dress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Completing the task in stipulated time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fixing the faults of machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Following the safety instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Maintenance of Machine – Exercise

Examine the machine for technical understanding and write down the answers of following questions. If necessary ask help from instructor or fellow participants. Duration for this exercise is 30 minutes:

No.	Questions	Answers
1	What is the full technical name of machine?	
2	Who is the manufacturer of the machine?	
3	What is the model of machine?	
4	What are the properties of this model?	
5	What is the basic purpose of this machine?	
6	What kind of fabric is used in this machine?	
7	What kind of equipment is required for this machine?	
8	Which parts of this machine require special cleaning?	
9	How frequently this machine should needs to be repaired?	
10	What are the possible basic faults that might occur in this machine?	
11	Which faults can be handled by you?	
12	In what situation the machine should be switched off immediately?	
13	What is the per hour production of this machine?	



Maintenance of Equipment

Examine the machine for technical understanding and write down the answers of following questions. If necessary ask help from instructor or fellow participants. Duration for this exercise is 30 minutes:

No.	Questions	Answers
1	What equipment is required to run this machine?	<hr/> <hr/> <hr/>
2	What equipment is joined with the machine, and why?	<hr/> <hr/> <hr/>
3	What equipment is used separately, and why?	<hr/> <hr/> <hr/>
4	How to do the maintenance and repair of equipment?	<hr/> <hr/> <hr/>



Fabric and Materials – Exercise

Examine the machine for technical understanding and write down the answers of following questions. If necessary ask help from instructor or fellow participants. Duration for this exercise is 30 minutes:

No.	Questions	Answers
1	What kind of fabric/cloth is used?	<hr/> <hr/> <hr/>
2	What are the types and quality of this fabric/cloth? And how to identify it?	<hr/> <hr/> <hr/>
3	What kind of material and additions items are used other than cloth? And what is their quality?	<hr/> <hr/> <hr/>
4	How to care for the cloth and materials?	<hr/> <hr/> <hr/>



Attention to Different Instructions – Exercise

Examine the machine for technical understanding and write down the answers to following questions. If necessary, ask help from instructor or fellow participants. Duration for this exercise is 30 minutes:

No.	Questions	Answers
1	What is a work order and what are its contents?	<hr/> <hr/> <hr/>
2	How is the work order received? And what points should be cared for?	<hr/> <hr/> <hr/>
3	What are the instructions for sewing or quality?	<hr/> <hr/> <hr/>
4	What health and safety rules need to be observed for sewing or other tasks?	<hr/> <hr/> <hr/>

Session 6

Working under pressure for Sewing Machine Operators

Working under pressure for Sewing Machine Operators



3
Hours

- Mental stress and its reaction in machine operator's work.
- How machine operator can cope with mental stress.

Story about working under pressure:

A Raja had a collection of valuable diamonds. One day he mixed up these diamonds and asked his courtiers to separate the real from fake ones to win a reward. Many notable jewelers tried but failed to sort them out. Meanwhile a blind man came and claimed that he can do this. Everyone hurled jokes at him and said, you are a blind man, how can you do this if many famous jewelers failed! Raja permitted him to try his luck. Blind man said that he want to take these diamonds with him for a short time.

Soon he sorted out fake and original diamonds. Raja and courtiers were astonished. They asked, how did you do this? He said, I placed these diamonds under the sun; fake ones got heated but real ones kept cool. Actually, we all are like diamonds, but sometimes we yield to pressure or hard time and start showing their effects, but if want to become genuine diamonds we will have to bear the pressure, whether it is mental or work pressure!

Summary of Session

In this session we will describe the situations that may be mentally stressing for machine operators, what are their causes and what can we do to manage them? Moreover, we will describe the reasons for mental stress during routine work, daily life or idle hours.

Why does this happen to machine operators?

Seema

Seema is working as a machine operator in a garments factory. She frequently faces problems in understanding the design, but she never asks about it again and so, when she starts working, she is often unaware of what the next step should be.. So she cannot complete her work begins to feel unwell. Moreover, she finds it difficult to sit or work.

Ali

Ali is working as a leather machine operator. His mother is often ill. He is responsible for her medicine and taking her to hospital. He goes to factory in the day time, and takes his mother to hospital in the evening. If her condition is worse, he takes care of her all night. Consequently he cannot sleep well and his work in factory is also affected. He feels that he cannot carry on his job.

Rashid

Rashid works as a machine operator in a sportswear factory. His residence is far from factory and often his bike is out of order. So he reaches factory late and supervisor is cross at him. His work is also lagging behind. He experiences severe headache during work.

Irum

Irum got a big task of sewing 300 pieces per day. When she started breaking, repeatedly, machine stitch was faulty. She corrected the problem, but needle broke down many times. She was exasperated. She tried to fix the machine but found out that a part of the needle was broken on the upper side. Her supervisor rebuked her for breaking the part while correcting the fault in stitch. Irum started crying and decided to leave her job.

QUESTIONS

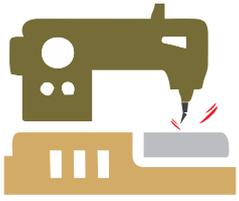
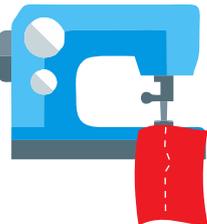
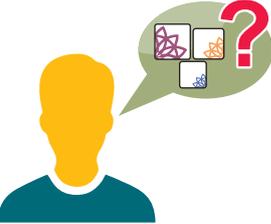
- Read the stories carefully and tell:
- What kinds of problems are faced by machine operators? Are they under pressure?
- What are the causes of mental pressure in your opinion, and how it has that affected their work?
- Have you ever faced such a situation? If yes, how would have dealt with it?

Work Stress for Machine Operators

What is mental stress?

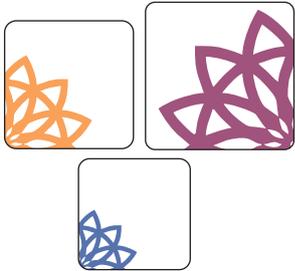
It is a mental condition in which your worry increases even more, suddenly. Experts say that seeing things happen against your will may increase the mental stress.

Causes of mental stress in machine operators

<p>1</p>  <p>Heavy load of work and shortage of time.</p>	<p>2</p>  <p>Sudden problem in machine.</p>	<p>3</p>  <p>Mental and household worries.</p>
<p>4</p>  <p>Faulty stitches.</p>	<p>5</p>  <p>Lack of tools or materials.</p>	<p>6</p>  <p>Sleep deprivation</p>
<p>7</p>  <p>Unable to understand the design.</p>	<p>8</p>  <p>Attitude of instructor or officer in charge.</p>	<p>9</p>  <p>Exhaustion or feeling unwell</p>

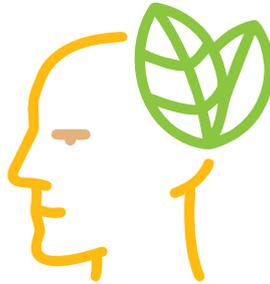
How to avoid mental stress during work

1



Understand the design thoroughly.

2



Don't get angry and stay calm

3



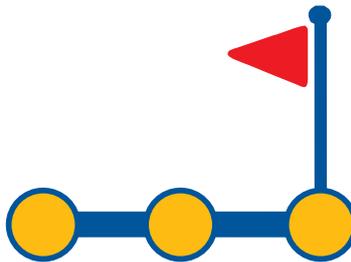
Try to think positive.

4



Move slowly and strengthen yourself..

5



Categorize your work.

6



Have some food.

7



Ask help from peers.

8



Do some physical exercise.

9



Listen to music or play a game.



Mental Stress and How to Respond it?

QUESTIONS

Read the given tasks carefully and explain:

- which tasks put you under mental stress and what are the reasons?

Industrial sewing machine operator

1 Using single needle machine

Do you feel mental stress during work? Yes No

What is the reason?

- | | |
|---|---|
| <input type="checkbox"/> Heavy load of work and shortage of time. | <input type="checkbox"/> Attitude of instructor or officer in charge. |
| <input type="checkbox"/> Unable to understand the design. | <input type="checkbox"/> Mental and household worries. |
| <input type="checkbox"/> Lack of tools or materials. | <input type="checkbox"/> Exhaustion or feeling unwell |

2 Using overlock machine

Do you feel mental stress during work? Yes No

What is the reason?

- | | |
|---|---|
| <input type="checkbox"/> Heavy load of work and shortage of time. | <input type="checkbox"/> Attitude of instructor or officer in charge. |
| <input type="checkbox"/> Unable to understand the design. | <input type="checkbox"/> Mental and household worries. |
| <input type="checkbox"/> Lack of tools or materials. | <input type="checkbox"/> Exhaustion or feeling unwell |

3 Buttonhole and button stitch machine

Do you feel mental stress during work? Yes No

What is the reason?

- | | |
|---|---|
| <input type="checkbox"/> Heavy load of work and shortage of time. | <input type="checkbox"/> Attitude of instructor or officer in charge. |
| <input type="checkbox"/> Unable to understand the design. | <input type="checkbox"/> Mental and household worries. |
| <input type="checkbox"/> Lack of tools or materials. | <input type="checkbox"/> Exhaustion or feeling unwell |

4 Bobbin winding, thread & needle change

Do you feel mental stress during work? Yes No

What is the reason?

- | | |
|---|---|
| <input type="checkbox"/> Heavy load of work and shortage of time. | <input type="checkbox"/> Attitude of instructor or officer in charge. |
| <input type="checkbox"/> Unable to understand the design. | <input type="checkbox"/> Mental and household worries. |
| <input type="checkbox"/> Lack of tools or materials. | <input type="checkbox"/> Exhaustion or feeling unwell |

5 Operating machines and speed control.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

6 Taking orders and preparation.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

7 Understanding design and pattern.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

8 Stitching of pieces supplied.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

9 Sewing various patterns (collar, pocket etc.)

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

10 Quality work in stipulated time.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

Knitting machine operator

1 Using overlock machine.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

2 Comprehension of design and pattern.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

3 Comprehension of color combination.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

4 Setting of embroidery machine according to work detail.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

5 Receiving order and preparation.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

6 Embroidery work.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

7 Checking the products and final touches.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

8 Maintenance of embroidery machine.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

9 Cleaning the machine.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

10 Correcting the faults in machine.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

Sewing of leather products

1 Understanding and use of tools and equipment.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

2 Understanding of design and pattern.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

3 Receiving order and preparation.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

4 Sewing of products.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

5 Final stitching or shaping.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

6 Checking of leather products.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

7 Minor repair work.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

8 Observing health & safety regulations.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

Sewing of sportswear

1 Receiving order and preparation.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

2 Using different kinds of machines (lock stitch, overlock, etc.)

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

3 Working on special sewing machine for sportswear (flat lock, Bartech, feed of arm, button, zigzag, etc.)

Do you feel mental stress during work? Yes No

What is the reason? Attitude of instructor and shortage of time. or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

4 Oiling and cleaning of machine.

Do you feel mental stress during work? Yes No

What is the reason? Attitude of instructor and shortage of time. or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

5 Minor repair work.

Do you feel mental stress during work? Yes No

What is the reason? Attitude of instructor and shortage of time. or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

6 Observing health & safety regulations.

Do you feel mental stress during work? Yes No

What is the reason? Attitude of instructor and shortage of time. or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

Household sewing

1 Selection of cloth.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

2 Preparing a draft and pattern.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

3 Sewing.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

4 Sewing different kinds of dresses (ladies, men's, children's and girl's).

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

5 Fixing the faults of machine.

Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell

6 Protecting and careful handling of dress.

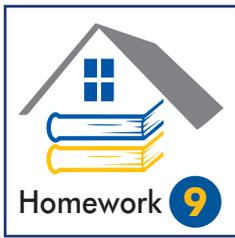
Do you feel mental stress during work? Yes No

What is the reason?

Heavy load of work and shortage of time. Attitude of instructor or officer in charge.

Unable to understand the design. Mental and household worries.

Lack of tools or materials. Exhaustion or feeling unwell



Machine Operators and Mental Stress

Think and describe how frequently you are under stress, what are its symptoms and how you deal with it?

	What are the symptoms of stress?	How you deal with it?
 <p>At home</p>	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>
 <p>During work</p>	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>
 <p>While going to or coming back from factory</p>	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>
 <p>In the company of friends</p>	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>
 <p>During idle hours</p>	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>
<p>Others</p>	<p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>

Session 7

Problem Solving for Sewing Machine Operators

Problem Solving for Sewing Machine Operators



2
Hours

- Possible problems in machine work.
- Stage and suggestions for problem solving.

Story about problem solving:

A large cosmetics company received a complaint from a client that one packet of soap was empty. The responsible officers of the company immediately started an enquiry into this. Company owners asked their engineer to find a solution of this problem. Engineer suggested installing an x-ray machine to scan final boxes. On inquiry, they found out that x-ray machine is too costly. Seeing this situation, engineer gave another suggestion to buy a high speed fan and place it beside the packing machine. Any empty box will fly away because of air produced by fan. Everyone liked this suggestion and decided to adopt this solution.

Summary of Session

In this session information is provided to solve the specific problems faced by machine operators in various situations. General and the session will elaborate upon understanding problems faced in general as well during work, and finding simple, yet effective solutions. So that, in their profession lives machine operators can deal with their problems in an effective manner.

Where is the Problem?

1

Ahmad got a job in factory, but does not know how to operate modern machinery.

2

Iftikhar's supervisor instructed him to manufacture 300 pillow covers and he has four hours to do the job.

3

Alia faces negative attitudes of people while traveling to office. She is so disturbed that she thinking about leaving her job.

4

Saba faces weird looks within the factory. She feels harassed.

5

Akhtar manufactured 300 shirts but noted them as 278 while counting. Now, he is angry but he did not count the shirts himself.

6

Farzana's machine stopped working and she feels confused and helpless. She has to complete her work immediately and the mechanic is asking for half a day.

7

Some old operators not cooperate with Waseem. Now, they are annoying with without any reason. so that he runs away/leaves.

8

Sadia somehow managed to secure a job at her workplace but so far have not produced a sample to be passed by quality assurance team.

9

Farhan's supervisor threatens him and finds mistakes in his work. He feels that he will soon be fired.

QUESTIONS

Read the above mentioned scenarios carefully:

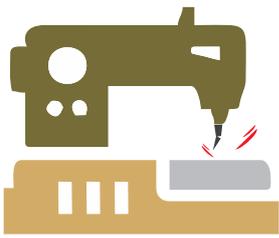
- What problems being faced by operators?
- What could be other possibly similar problems?
- What should be the solution to these problems?

Problem solving

Managing an issue or situation with serious or grave consequences is called Problem Solving.

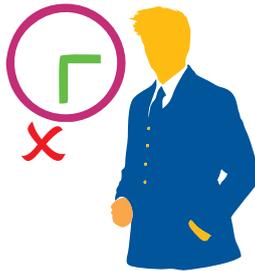
Problems faced by machine operators:

1



Fault in machine

2



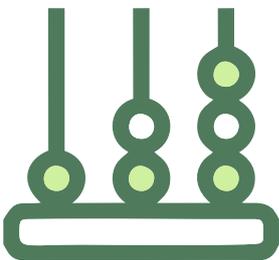
Not getting work in time from supervisor

3



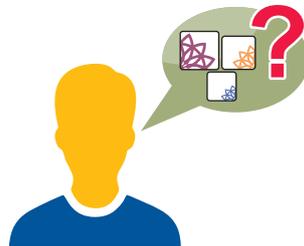
Heavy work load

4



Mistake in counting of finished products

5



Not able to comprehend the design

6



Attitude of workers and supervisor

7



Non-cooperation from helper

8



failing to understand new technology

9



Household worries

How Can Machine Operators Solve these Issues?

As a machine operator, you deal with problems every day. You can find solutions of problems according to given method:

Identifying and defining the problem.	Describe the problem as clearly as possible and review the situation in the light of attitude, time and background.
Find a possible solution.	List down all possible solutions. Think creatively and suggest various solutions. This way you can find the best one.
Analysis for a solution.	Consider possible solution only and leave out the impractical ones. Analyze if this solution is beneficial or not.
Deciding a solution.	Explain who will apply the solution. Moreover, elaborate how and when it will be enacted.
Taking action for solution.	Take steps for solution according to plan.
Estimate of consequences.	Analyze the effectiveness of solution. Point out any such change that may strengthen the solution and solve the present problem.



Your Problem as a Machine Operator

Instructions: review your tasks as machine operator and describe if you face problem during work. If, yes, then describe its reason and possible solutions.

1 Using single needle machine

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

2 Using overlock machine

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

3 Buttonhole and button stitch machine

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

4 Bobbin winding, thread & needle change

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

5 Operating machines and speed control.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

6 Taking orders and preparation.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

7 Understanding design and pattern.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

8 Stitching of pieces supplied.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

9 Sewing various patterns (collar, pocket etc.)

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

10 Quality work in stipulated time.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

11 Cleaning of machine.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

12 Maintenance of Machine.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

Knitting machine operator

1 Using overlock machine.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

2 Comprehension of design and pattern.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

3 Comprehension of color combination.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

4 Setting of embroidery machine according to work detail.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

5 Receiving order and preparation.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

6 Embroidery work.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

7 Checking the products and final touches.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

8 Maintenance of embroidery machine.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

9 Cleaning the machine.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

10 Correcting the faults in machine.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

Sewing of leather products

1 Understanding and use of tools and equipment.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

2 Comprehension of design and pattern.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

3 Receiving order and preparation.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

4 Sewing of products.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

5 Final stitching or shaping.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

6 Checking of leather products.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

7 Minor repair work.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

8 Observing health & safety regulations.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

Sewing of sportswear

1 Receiving order and preparation.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

2 Using different kinds of machines (lock stitch, overlock, etc.)

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

3 Working on special sewing machine for sportswear (flat lock, Bartech, feed of arm, button, zigzag, etc.)

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

4 Oiling and cleaning of machine.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

5 Minor repair work.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

6 Observing health & safety regulations.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

Household sewing

1 Selection of cloth.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

2 Preparing a draft and pattern.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

3 Sewing.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

4 Sewing different kinds of dresses (ladies, men's, children's and girl's).

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?

5 Fixing the faults of machine.

Do you face problems during work? Yes No

What is the reason:

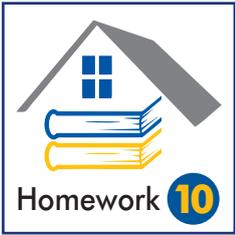
What is the possible solution?

6 Protecting and careful handling of dress.

Do you face problems during work? Yes No

What is the reason:

What is the possible solution?



How do machine operators solve the problems

Instructions: Carefully look at your daily tasks related to stitching work and answer the following questions:

At home	During work
<p>What problem did you face?</p> <hr/> <hr/> <hr/> <hr/>	<p>What problem did you face?</p> <hr/> <hr/> <hr/> <hr/>
<p>How did you solve the problem?</p> <hr/> <hr/> <hr/> <hr/>	<p>How did you solve the problem?</p> <hr/> <hr/> <hr/> <hr/>
<p>What were the results?</p> <hr/> <hr/> <hr/> <hr/>	<p>What were the results?</p> <hr/> <hr/> <hr/> <hr/>