

Bring Your Team!
Special Team Discounts
See Back for Details



A special seminar
for a difficult issue:

Chicago, IL
June 13-14, 2012

**Hilton Chicago O'Hare
Airport
O'Hare International
Airport
Chicago, IL 60666**

CIRCADIAN presents...

Successfully Expanding from 5- to 7-Day Continuous Operation

YOU WILL LEARN HOW TO:

- Properly assess the need for change
- Avoid the costly pitfalls, barriers and costly disruptions associated with this highly emotional change process
- Work effectively with your employees and/or unions to facilitate the change
- Determine the best 7-day schedule with your workforce
- Avoid alienating the workforce
- Prevent loss of people
- Resolve the numerous pay and policy issues
- Achieve your objectives with win-win results

WHO SHOULD ATTEND?

- ✓ Corporate Executives
- ✓ Plant Managers
- ✓ Labor Representatives
- ✓ Human Resource Professionals
- ✓ Employee Relations Managers
- ✓ Operations Managers
- ✓ Health and Safety Officers
- ✓ Shift Supervisors
- ✓ Shiftwork Task Team Members
- ✓ Medical and Industrial Hygiene Managers



REGISTER TODAY! Call 1-800-284-5001 or E-mail seminars@circadian.com
or register on the web at: www.circadian.com

WHAT PAST ATTENDEES
SAY ABOUT
OUR PROGRAMS:

“...very informative and helpful. Made me realize the importance of employee involvement in facilitating this controversial change.”

“I came with a special interest in the problems and issues of going to 24/7 operations and obtained more information than I could have imagined.”

“An excellent seminar for any company who contemplating continuous production shift schedules.”

“The Seminar Directors were extremely knowledgeable and helpful.”

“Well done! The seminar was outstanding! We really got a lot out of it and can help our facility with what we are bringing back.”

“I learned a great deal.”

“Just meeting and talking with other shiftwork managers and operators with similar problems was extremely beneficial.”

“Well worth the time and money. I will recommend this seminar to our corporate personnel.”

“Very enlightening sessions professionally presented.”

TEAM DISCOUNT

Register three people and the fourth person is **FREE!**

Successfully Expanding from 5- to 7-Day

DAY ONE, June 13th

Registration and Breakfast (7:00 - 8:00 a.m.)

Introductory Remarks from the Seminar Leader (8:00 a.m.)

THE IMPACT OF 7-DAY OPERATIONS

This first session provides the foundation for a better understanding of fundamental issues that need to be addressed if you are to realize the full benefits of the change, including:

- The impact that a continuous production schedule will have on your organization, your shiftworkers, and your customers
- Employee/union concerns with the change
- Management/supervisor issues
- Effects on maintenance and other support functions
- Inherent physiological/sociological challenges of 24/7
- Benefits of 24/7 vs. the increased risks, cost and liabilities of continuous operations

OPERATIONAL ANALYSIS AND STRATEGIC PLANNING

One of the single most important reasons that 5 to 7 day expansions fail is a lack of proper planning and preparation. There is a natural tendency to underestimate the magnitude of the task and the time and effort required to accomplish such a complex change. This session will identify the critical factors that will determine the success or failure of your changeover, including:

- Understanding why the change to continuous operations is more than a scheduling change
- Avoiding the often hostile confrontation between labor and management (and even between the employees themselves!) that can result without proper pre-change analysis, planning and communication
- Determining the need for change
- Developing a business case and preparing an effective implementation plan for the employees
- Positioning and communicating the change properly to minimize pushback
- Building consensus and support
- Involving the employees in the scheduling solution
- Working collaboratively with your people

7-DAY SCHEDULING FUNDAMENTALS

Changing shift schedules is challenging enough under any circumstances, but converting from a traditional 5-day workweek plus overtime to a continuous 7-day schedule is a major undertaking. This session covers the basic concepts of 7-day shift scheduling, including:

- Factors to consider such as crewing, and staffing levels, number of shifts, the length of the shifts, the various schedule patterns, fixed vs. rotating shifts, fatigue factors, personal preferences, family needs, overtime levels, relief coverage, training/meeting access, etc.
- Current trends in shift scheduling
- Basic concepts of 7-day shift schedules
- Features of socially compatible schedules
- 7-day crewing and staffing levels
- Pros and cons of fixed vs. rotating schedules
- Advantages and disadvantages of 8 and 12-hour shift schedules

SUMMARY AND CLOSING REMARKS

Conclusion of Day 1 (5:00 p.m.)

Welcome Reception (5:00 - 6:30 p.m.)

Join us for cocktails and a networking opportunity. Get your shiftwork questions answered by Circadian's experts, network with fellow attendees, and enjoy the complimentary bar and hors d'oeuvres.

Continuous Operation

A FEW OF THE COMPANIES WE'VE ASSISTED



DAY TWO, June 14th

Working Breakfast (7:00 - 8:00 a.m.)

Seminar Begins (8:00 a.m.)

DETERMINING THE OPTIMAL 7-DAY SCHEDULE

This session will share a time tested and proven method to make this process productive rather than destructive, and to ensure that the optimal schedule is achieved for the company and the employees, including:

- What constitutes the "best" schedule
- How to define scheduling criteria
- How to evaluate the universe of schedule possibilities
- How to craft schedules to fit the criteria
- How to facilitate union/management participation — even when employee relations are strained
- How to transfer ownership of the schedule to the employees who have to work it
- How to achieve the best possible schedule in terms of operating efficiency and performance by balancing the needs of employees and their families.
- How to achieve a win-win result by working collaboratively with all stakeholders

EXAMPLES OF POPULAR 7-DAY SCHEDULES AND STAFFING METHODS

This session will provide numerous illustrations and explanations of the various families of 7-day work schedules, and their operational, physiological, and social implications, as well as proper staffing and schedule management, including:

- How to go beyond traditional schedules
- Examining the mathematical realities of the hundreds of possibilities that need to be explored to satisfy employees that the best one has been identified
- 8-hour schedules
- 12-hour schedules
- Combination schedules
- 3, 4, and 5-crew schedules
- Fixed and rotating schedules
- Flexible schedules
- Determining cost effective staffing levels
- Benefits of schedule management software

MANAGING THE CHANGE AND RESOLVING THE IMPLEMENTATION ISSUES

This session will review most of the key issues you will be confronted with, and how others have successfully resolved them, including:

- Contractual and/or policy issues to resolve, many of which will be extremely controversial and volatile if not properly addressed
- Payroll and accounting issues
- Compensation
- Overtime
- Holiday and vacation pay
- Shift premiums and differentials
- Relief coverage
- Training

POST IMPLEMENTATION FOLLOW-UP

This session will deal with formal methods to organize and maintain the success of the change, including:

- Transitioning to the new schedule
- What are the true measures of success
- Establishing an effective reporting system
- Sharing information with the employees (since it has radically altered their lives)
- Achieving training requirements
- Developing effective communications
- Data collection and reporting

SUMMARY AND CLOSING REMARKS

Conclusion of Seminar (4:00 p.m.)

- Amgen
- Austin Travis County EMS
- Barrick Goldstrike
- BP
- Caterpillar
- Chevron
- Colgate Palmolive
- ConAgra
- Cox Target Communications
- Diageo
- Eaton Automotive
- Eli Lilly & Company
- Exhide Corporation
- Exxon Mobil
- Genentech
- General Electric
- General Mills
- Global Ethanol
- International Paper
- Intek Plastics
- Johnson & Johnson
- Kennecott Coper
- Kraft Foods
- Lincoln Electric
- Manitoba Hydro
- Mead Westvaco
- Milliken Textiles
- National Grid
- Nestle
- Nordyne
- Pfizer
- Phelps Dodge Mining/FMI
- Reckitt Benckiser
- Peabody Energy
- Schlumberger
- Shell Pipeline
- Southern Cal Edison
- Three Mile Island
- Tidewater Marine
- Toyo North America
- Toyota Automotive
- Unilever
- Verso Paper
- Welded Tube of Canada
- Westinghouse
- Weyerhaeuser

Can't Make the Seminar?

We will bring it to you!

CIRCADIAN can bring this seminar on *Successfully Expanding from 5- to 7-Day Continuous Operation* and other training and educational programs to your organization, customized to address your specific needs. Available in 1 or 2 day on-site workshops so that all of your key people can participate at their convenience.

For information regarding on-site seminars and shiftwork, call us at: 1-800-284-5001.

In a Sticky Situation Right Now?

Some times problems are pressing, and you just can't wait for a seminar. If you need immediate help with scheduling or shiftwork problems, call us at 1-800-284-5001. We'll be glad to help.

Got Shiftworkers to Train?

A lack of understanding of the challenges and solutions of shiftwork can create physical stress and unnecessary family/social issues with employees...to the detriment of their health, safety and family well-being. Circadian has developed a proven workshop program on *Managing a Shiftwork Lifestyle* for the workforce and their spouses or partners.

Now your managers and shiftworkers can be equipped with the knowledge and skills needed to reduce fatigue and safety incidents, and to improve productivity and quality of life!

Register Today!

Call **1-800-284-5001** or E-mail seminars@circadian.com or register on the web at: www.circadian.com

WANT ADDITIONAL
INFORMATION
ABOUT ... ?

- Shiftwork Strategy Development
- New Plant Start-ups
- On-site Seminars
- Shift Scheduling Optimization
- Training for Shiftworkers/ Spouses
- Staffing and Crewing Optimization
- 24/7 Fatigue and Alertness Management
- Shiftwork Research Studies
- Receiving future mailings from Circadian

Call us at **1-800-284-5001**
or email us at
info@circadian.com

Or come visit us online at:
www.circadian.com

You can also register for the seminar online, see our full listing of shiftwork services, browse our publications and download free white papers.

HOTEL INFORMATION

Hilton Chicago O'Hare Airport
O'Hare International Airport
Chicago, IL 60666
(June 13-14, 2012)

To make reservations, please call
Tel: 773-686-8000
Fax: 773-601-2873

Meet Your Seminar Leaders ...



Bill Sirois

Bill is Senior Vice President and Chief Operating Officer for CIRCADIAN. He has a Chemical Engineering and Ergonomics background, with more than three decades of industrial management and consulting experience in the areas of shiftwork and employee health, safety, and productivity for a broad range of industries in North America, Europe, and the Pacific Rim. He has published

numerous articles on shiftwork and is internationally recognized as an expert in workforce management. Having been a former shiftworker in chemical plant environments, Bill is well acquainted with the effects of shiftwork and shift schedules on fatigue, human error and impaired performance.



Bill Davis

Bill Davis joined CIRCADIAN as a former client and now serves as Vice President of Operations. He is a former industrial safety manager, with a broad-based and unique operational background that spans nearly 20 years. This has included production experience at the facility, divisional and corporate levels. Beginning as a shiftworker in the Pennsylvania steel mills, Bill has held both plant

manager and corporate safety positions in the paper and specialty board industries. He has extensive experience working with a variety of unions and federal, state and municipal safety and health regulatory agencies, as well as first-hand experience with high performance/self-directed work environments. His real world industrial background provides a natural rapport with managers, union representatives and employees at all organizational levels.



About the Sponsor...

CIRCADIAN is the pioneer and leading research, consulting and technology firm in the field of shiftwork and fatigue. Supported by 25 years of research and field application experience, CIRCADIAN has become the only full service provider of 24/7 workforce optimization products and services. CIRCADIAN has helped hundreds of leading companies throughout the world optimize

productivity, safety, and employee quality of life in all types of around-the-clock industries. CIRCADIAN was founded by Dr. Martin Moore-Ede, an internationally recognized expert on human alertness and circadian physiology. Dr. Moore-Ede is also the founder of the Institute of Circadian Physiology and a former professor at Harvard Medical School.

YOU WILL LEAVE
WITH THESE
10 KEY BENEFITS



1. Proven methods for successfully expanding to 24/7 operations.
2. Knowledge of the Pros and Cons of the various crewing and scheduling options
3. Your personal copy of our 450 page seminar manual (a \$450 value)
4. A proven approach for determining the best 7-day schedule for your site
5. Techniques for avoiding the common errors made in 5-day plant expansions
6. Methods for dealing with policy and pay issues
7. Ways for the company to work together with their employees/unions to achieve win-win results
8. Methods for optimizing the Health, Safety and Performance of the 24 hour workforce
9. Training and support methods for helping shiftworkers better cope with the 24/7 lifestyle
10. Complimentary subscriptions to the Managing 24/7 and Working Nights Newsletter

REGISTER TODAY!

Call **1-800-284-5001** or
Fax **1-781-439-6399**
or register on the web at:
www.circadian.com

Chicago Seminar Registration

Seminar: Successfully Expanding from 5- to 7-Day Continuous Operation

Date: June 13-14, 2012

Location: Hilton Chicago O'Hare Airport
O'Hare International Airport
Chicago, IL 60666

Cost: \$895 USD per person

Team

Discount: Enroll 3 people and the 4th registers for free!

FOUR EASY WAYS TO REGISTER

1. PHONE: 781-439-6388
2. E-MAIL: seminars@circadian.com
3. MAIL : CIRCADIAN
Attn: Seminars
2 Main Street, Suite 310
Stoneham, MA 02180
USA
4. INTERNET www.circadian.com

METHODS OF PAYMENT

- Bill my organization; P.O. Number _____
- Check payable to CIRCADIAN
- Credit Card.

Cancellation Policy:

If you cancel your registration at least 2 weeks prior to the seminar, your registration fee will be refunded less a \$50 administration charge. Shorter notice cancellations are subject to the full fee, due to hotel commitments and space reservations that have been made. In this event, you will receive a credit towards a future seminar, or you may substitute another person to attend from your company.

Other 2012 CIRCADIAN® Seminars:

SALT LAKE CITY, UT

Hilton Salt Lake City Center
May 23-24, 2012

**"Designing and Implementing
an Effective Fatigue Risk
Management System"**

www.circadian.com



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