

ORGANISATION OF NOTICE BOARDS

Internal communication is essential in ensuring that production is going well and any problems are addressed and solved immediately. Having a notice board is a useful way to enhance internal communications in factories where other means of communication such as email or telephone are not available.

PROSPECTIVE USERS:

Factory and line management are involved in developing and maintaining information boards in factories. In addition, workers are involved by using the system of information boards in a proper way.

This practice can be applied to all kinds of factories.

PROBLEMS ADDRESSED

- Lack of common business communication means in the industrial production sector.
- Lack of information sharing and bad communication among employees.
- Bad communication which hinders productivity and quality.
- Worker complaints and dissatisfaction.

PROCESS

To improve the internal communication in a factory, it is necessary to develop a system of information boards that present key information related to workers and the production process that they are involved in, including new policies or regulations, appraisal notices or internal events.

Steps in implementation

1. Set up notice boards in the factory where workers can read information about the factory and production process.
2. Information boards should be placed in a convenient place for workers, for example near the tea-break place or canteen, so that workers can have easy access to the information while resting during break time.
3. Boards must be regularly updated. Old materials should be removed when they are out of date. Keep the boards neat, tidy and attractive so that workers want to read it.
4. Information on the boards should be displayed in separate key sections such as Labour Safety, Quality Control, Operation or Production, Creative Ideas for Improvement, etc. The factory's Quality Policy and/or Environmental Policy should also be posted on the boards.
5. Part of the information boards can also be devoted to information regarding rewards or prizes for good performance. Such information encourages workers to improve their performance and increase productivity.

- Information displayed on the boards should be simple, short, easy to understand and attractive to the workers. The use of images or photos of various factory events is also an effective way to present information.



RESOURCES REQUIRED

- Efforts of HR staff and line managers.
- Information boards and space to hang them.

CHALLENGES AND PITFALLS

- HR staff and line managers need to devote the necessary time and effort to keep the information on the notice boards up-to-date.
- Difficulty to implement in a working environment where managers are often reluctant to share information.

POSITIVE IMPACT

- Better communication in the factories.
- Workers are happier.

INDICATORS FOR MONITORING

- System of bulletin boards set up and used.
- Information on the bulletin boards is up-to-date.
- Workers understand major factory policies, regulations and key updated information.
- Worker satisfaction survey.

Further Information Available:

FIP References:

Module 1 - Workplace Cooperation

Module 2 - Quality

Module 3 - Productivity

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