



## MTM-Practitioner

Productive and healthy work

# Qualification for MTM-Practitioner

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## What we offer:

The MTM ASSOCIATION (MTM) offers courses to achieve the MTM-practitioner qualification. With the MTM practitioner and the associated reputation, the MTM offers the world's most widely used quality hallmark in industrial engineering! The MTM practitioner is the guarantor for MTM's compliance accordingly, being the contact person for works councils, employees and executives to design the MTM application in the company.

## Target group:

Specialist and operational executives from the fields of industrial engineering, planning, time management, work preparation, production, logistics, occupational safety and health, product and equipment construction as well as the works council and other interest groups.

## Course objective:

The goal is the completion of the qualification as MTM practitioner and the awarding of the „Blue Card“ MTM.

The MTM practitioner is the expert in the enterprise to use MTM and master:

- The recognition and evaluation of potential for improvement
- The planning and implementation of design and improvement projects
- The ergonomic and economical work design.





## Key skills to be acquired:

Qualification as an MTM practitioner conveys knowledge and skills for the application of the MTM process, in particular the application of the individual MTM process module systems for the planning, design and optimization of processes, work systems and products.

### Operational tasks of the MTM practitioner are:

- Organization of improvement workshops & implementation support
- Work allocation & personnel needs assessment
- Method planning & work instruction
- Process planning & workplace design
- Default time calculation & processing of time complaints
- Compliant MTM application & expert for the MTM application

## Certificate and examination modalities:

The individual certified training courses for the MTM practitioner conclude with a written examination. The Blue Card MTM is the qualification as MTM practitioner and is the internationally recognized certificate of competence for the practical application of the MTM process for the design and improvement of processes and work systems.

- Validity: 3 years
- Recognized by the social partners
- Anchored in numerous company agreements

For all MTM trainings, the MTM Training and Examination Regulations describe the admission requirements, training principles, learning contents and learning objectives, training and examination documents as well as the valid valuation guidelines.

## Course concept:

The teaching and learning contents are taught in the form of face-to-face lectures with a high practical training share. The MTM-1 training as an e-learning course is being developed.



# Module overview “MTM Practitioner“

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## The road to become a MTM Practitioner:

### MTM-1

Provides the fundamentals of work design with MTM as well as knowledge and skills for the ergonomic and economic design of human work based on basic movements of the hand-arm system, the eyes and the whole body including the basics of method planning and target time determination - based on the MTM-standard performance.

### Further MTM process block system

Provides knowledge and skills for efficient, operational MTM application. The MTM practitioner masters at least one MTM process block system:

- MTM-SD: Standard data for mass production
- MTM-UAS: Universal analysis system for series production
- MTM-MEK: MTM for single and small batch production
- Operational process block systems

### MTM-Practitioner

Conveys MTM application practice as well as knowledge and skills for the determination of potential, work design and data collection as well as project planning and implementation. In public or company-internal training, the practical application of MTM is carried out in real workplaces. The MTM also offers in house “Coaching on the job“, in which a design project in the company is supervised by an MTM instructor. After successful completion of these certified training courses, the participant will receive the “Blue Card“ MTM with a validity of three years.



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# MTM-1

## Admission requirements

There are no special entry requirements for participation in the MTM-1 (MTM Fundamentals) course.

## Subject

The MTM-1 training provides in-depth knowledge and skills in the application of MTM-1 and the importance of using MTM process block systems.

## Content

- Historical development of MTM
- Meaning of the classification of the MTM process block systems
- Basic MTM movements (content delimitation and influencing factors) as well as their practical application and significance for higher aggregated MTM process block systems
- Rules for uniform and correct use of the process block system MTM-1
- Practical exercises for reducing application errors or increasing application security in the MTM-1 process block system

## Learning goals

The participant will know:

- the development and construction, the areas of application and prerequisites for MTM-1,
- the classification of MTM-1 into the systematics of the MTM process block systems, the fields of application as well as their similarities and differences,
- the basic MTM movements and their fundamental importance for the higher aggregated MTM process block systems,
- the degrees of MTM training (eg Blue Card) and their international significance,
- other MTM methods, such as ProKon, EAWS and TiCon.

The participant will be able to:

- create MTM-1 analyzes independently and have a safe handling of the MTM-1 rules,
- apply MTM-1 uniformly and properly,
- assess which MTM process block systems he / she can use sensibly in his / her professional environment,
- assess which continuing education is appropriate for his / her professional background.

## Training duration

The duration of MTM-1 training is 80 hours.

## Examination

The training in MTM-1 concludes with a written exam. In exceptional cases, an additional oral examination may be required by the examination board.

## Certificate

After passing the MTM-1 exam, a certificate will be issued. In case of a failed exam, this will be communicated in a separate letter and a neutral certificate of attendance will be issued instead of a certificate.

# Module overview “MTM Practitioner“

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## MTM-UAS (as an example for a MTM process block system)

### Admission requirements

Participation in the training MTM-UAS (Universal Analysis System) requires the successfully passed examination in MTM-1.

### Subject

The MTM-UAS training provides knowledge about the content and structure of the MTM-UAS process block system, consisting of MTM-UAS basic operations and MTM-UAS standard operations for mass production as well as the skills required for their application.

### Content

- The MTM-UAS process block system and its development background
- Principles of development and structure and content of the MTM-UAS primitives and MTM-UAS standard operations
- Rules for uniform and proper use of the MTM-UAS process block system
- Practical exercises to strengthen imparted knowledge

### Learning goals

The participant will know:

- the MTM-UAS process block system and the development background,
- the classification of MTM-UAS in the classification of the MTM process block systems,
- the significance of the method level in process type 2 and its influencing factors,
- the application requirements and application areas of MTM-UAS,
- the principles of development and description of standard processes in series production.

The participant can practically apply the MTM-UAS process block system, in particular to the:

- structuring, planning and design of processes and work systems,
- description and evaluation of processes,
- uncovering design potential in the planning and improvement of processes and work systems.

### Training duration

The duration of training MTM-UAS is 40 hours.

### Examination and certificate

The MTM-UAS training concludes with a written exam. After passing the MTM-UAS exam, a certificate is issued. In case of failure, this will be reported in a separate letter and a neutral certificate will be issued instead of the certificate.

### Application practice

Ideally, after the successful completion of the second MTM process module system, MTM practitioners will be followed by several months of application practice before participating in the following training.



## MTM-Practitioner

The training MTM practitioner can be carried out as public or company-internal training or as “coaching on the job“ to be completed by participants.

### Admission requirements

Participation in the MTM Practitioner training requires the MTM-1 certificate and the certificate of one of the following training courses: MTM-SD, MTM-2, MTM-UAS, MTM-MEK or the recognized company process block systems. Admission Requirements for the MTM practitioner training are required to gain practical experience after completing their training in the respective MTM process block system.

### Subject

The MTM Practitioner training imparts knowledge and practice-oriented skills for the application of the MTM process blocks for the planning and design of existing and future business processes and work systems.

### Content

The participant:

- performs at least one actual-target comparison. It is important to pay attention to a scope of analysis that meets the respective task or the scope of analysis of the respective process block system,
- identifies analysis errors or deviations from (operational) reality and presents potential for improvement in a suitable form,
- develops, documents and implements meaningful work organizational / design measures for a specific practical task; for example, in the considered work system or on the product under consideration by using the design checklist and the action sheet,
- carries out a profitability comparison in a suitable and correct form,
- documents and presents the results obtained in an appropriate form.

### Learning goals

The participant will know:

- the individual phases in the product development process and the holistic design approach of MTM,
- methods and tools that can be used to design and optimize work systems.

The participant can apply the MTM procedure in practice, in particular to:

- planning new workflows and work systems and improving existing work systems,
- selection and evaluation of design solutions according to ergonomic and economic criteria.

### Training duration

The duration of MTM practitioner training is 40 hours.

### Examination and Evaluation

The training MTM practitioner (in all three variants) concludes with a presentation of the project results and an exam. In exceptional cases, an additional oral examination may be required by the examination board.

### Certificate

After passing the MTM practitioner exam, a certificate will be issued. In case of failure of the MTM Practitioner Examination, this will be communicated in a separate letter and a neutral certificate will be issued instead of the certificate.

## Qualification as MTM-practitioner

Productive and healthy  
work design



The qualification “MTM-practitioner” starts with a training in MTM-1, subsequently followed by a training in at least one second MTM process building system – for example MTM-UAS (Universal Analyzing System). Based on this the MTM-practitioner training concentrates on product and process design in practical application.

### ► Organization

Organization:	MTM-UAS
Duration:	5 days classroom training
Venue:	At the various ITESM campuses in nearly every Federal State of Mexico. We also offer this training as an internal course within your company.
Course fee:	Public training € 1.250.- per person
(plus taxes)	For an internal training, an individual offer will be submitted. All the working materials and refreshments are included in the fee.

The training is carried out in cooperation with the Mexican MTM ASSOCIATION.

### ► Registration

We recommend the easy and fast online registration (<https://e-mas.de/course-registration/?lang=en>), alternatively and for more information, you can contact us on our website (<https://e-mas.de/contact/?lang=en>). A reservation by telephone is also possible. The terms and conditions of the German MTM-Association apply (<https://www.dmtm.com/agb/seite15/>).

### ► Contents

The training MTM-UAS conveys knowledge of the content and structures of the MTM-UAS process building block system, consisting of the MTM-UAS basic operations and the MTM-UAS standard operations for Batch Production and trains the skills required for its practical application.

- The process building block system MTM-UAS and its development.
- Principles of the development as well as knowledge of the structures and content of the MTM-UAS basic operations and the MTM-UAS standard operations.
- The rules for the consistent and correct use of the process building block system MTM-UAS.
- Practical exercises to consolidate the gained knowledge.
- The training MTM-UAS ends with a written exam.



# Course Instructor / Contact

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## Organzier

The MTM, based in Hamburg, was founded in 1962 as a non-profit, scientific-technical association. It has more than 500 members, of which approximately 250 corporate members represent around 2.75 million employees in Germany. The special expertise of the MTM is productivity management in industry, service and administration. Hereby the main objective is to optimally combine efficiency and ergonomics in work processes. In the field of industrial engineering, the scientific methods and tools of the MTM are among the most important international standards in the automotive industry. In the German automotive sector itself, the MTM awards approx. 2,000 certificates annually to participants for their continuing education offers.



## Contact

ao. Univ.-Prof. Dipl.-Ing. Dr. techn. Peter Kuhlang  
Head of MTM Institute, Technical Director International MTM Directorate

Peter Kuhlang completed his habilitation in June 2013 at the Vienna University of Technology for the subject “Business Administration / Industrial Engineering“ and in the same year became associate professor at the Vienna University of Technology.

In April 2014, he was appointed head of the MTM Institute of the MTM ASSOCIATION. From December 2014 to January 2017, Peter Kuhlang was head of the MTM Academy of the MTM. Currently, Peter Kuhlang is a member of the MTM Board of Directors as well as the Executive Board of the International MTM Directorate. As Technical Director, he coordinates worldwide MTM developments.

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If you have any questions or suggestions regarding the E-Mas training program or the MTM practitioner, we look forward to hearing from you!

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