

Example of unnecessary costs report

[Business](#), [Company](#)



Introduction

Unnecessary costs can bring harm to a business if strategic measures to reduce or prevent them are not taken. The costs can incur losses to a business and lead to wastage of materials which could otherwise be used to do other things. Many companies go through unnecessary costs due to ignorance, irresponsibility and poor machinery. Unnecessary costs are mostly found in manufacturing companies and if not taken keenly can lead to serious losses and wastage of materials.

Industry Reducing Unnecessary Costs

During my stay and work at KestrelBce Company for the past six years as a technician I have made several observations on the wastage of materials most especially the plastics that we normally use in the extrusion process. The spilling of materials means loss of money for the company and this can be avoided in order to avoid wastage and losses. This project major aim is reducing or eliminating leaks occurring materials in the board of manufacture. Investigation on the size of the leaks and how often they occur will be my first step, and then followed by investigation of the cause of occurrence. From there I intend to find the best solutions which will reduce these leaks in the future and take measures on how the company can save money from this problem.

Informal Observation

So as to succeed in my investigation, I observed the employees without their knowledge in order to get an idea of what happens during the time of extrusion which thus leads to leaks. Observation is a very important method

of collecting data since you can view an individual's normal behavior directly especially if the person being observed does not have the knowledge.

Observing the employees during my overtime hours enabled me to realize how much wastage is incurred in the company and this also made me realize that the employees were careless since there was not much supervision during that time. In order to prevent the plastic leaks it is advisable not to retorque the fasteners but instead we need to replace the fasteners whenever a leak is detected. This can also be done by cleaning the joints after stopping the machine and disassembling it then followed by seal replacement. This is advisable since leaks are said to cause fires or other accidents. However, that is on the machine part that should be taken care by the management. There is also the part of the employee where he or she should put more responsibility and avoid wastage but instead work together as a department in order to prevent the leaks, a behavior that I have noticed it's not taken care of for the past few years. This has led to loss of about 2kgs of leaks per hour. According to a discussion with Dr. Danny Ramsey, the plastic extrusion companies can moulds various parts from $\frac{1}{2}$ mm to 400mm in size and also from a consignment size of 100 to 100, 000 plus and this shows that the wastage can do a lot in the industry.

Improvement of Communication

Communication is a very essential tool for all the organizations especially in creation of better relations from the top management to the lower employees. Our organization requires improving its communication skills in the various units. This will enhance proper cooperation and coordination of activities and help the activities in the organization to run effectively due to

efficient planning. Proper communication enhances the organizational relations. Good relations between the management and the employees will also promote creativity in the organization since the lower level employees will have no fear of sharing their ideas on how to improve the organization. The employees will be able to suggest means and ways of reducing the leaks in the organization. Communication also enhances the employee's level of motivation in a company since they feel they are part of the company and can thus express their issues freely to be looked at. Communication also improves the level of customer service in the organization. Where there is proper and efficient communication strategies there is always proper relations between the customers and the company. The customers who have experienced good customer services will always go back to the same company to enjoy the level of services again.

Proper Training Movie

A presentation training movie should be clear and easy to understand. I should ensure that all the points that I want to show my audience in the training video are written down in advance. The software screen for recording should be chosen carefully so as to get the one that gives me an opportunity to record what I can see in my computer screen and save it as a video file. Demonstrating how to use the software to my audience is another factor to consider when creating a training video. This is through emphasizing on the key points and describing the order. When creating training video it is always advisable to avoid putting things which will confuse and complicate your audience but one should instead clarify the major points. The major things that one needs when creating and developing

a training video is the experience of using software, the outline of the video for training, screen recorder and microphone.

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