

Production Management (ME-419)

Module 2 – Demand Management

Forecasting Methods – Qualitative

Amin Kaboli

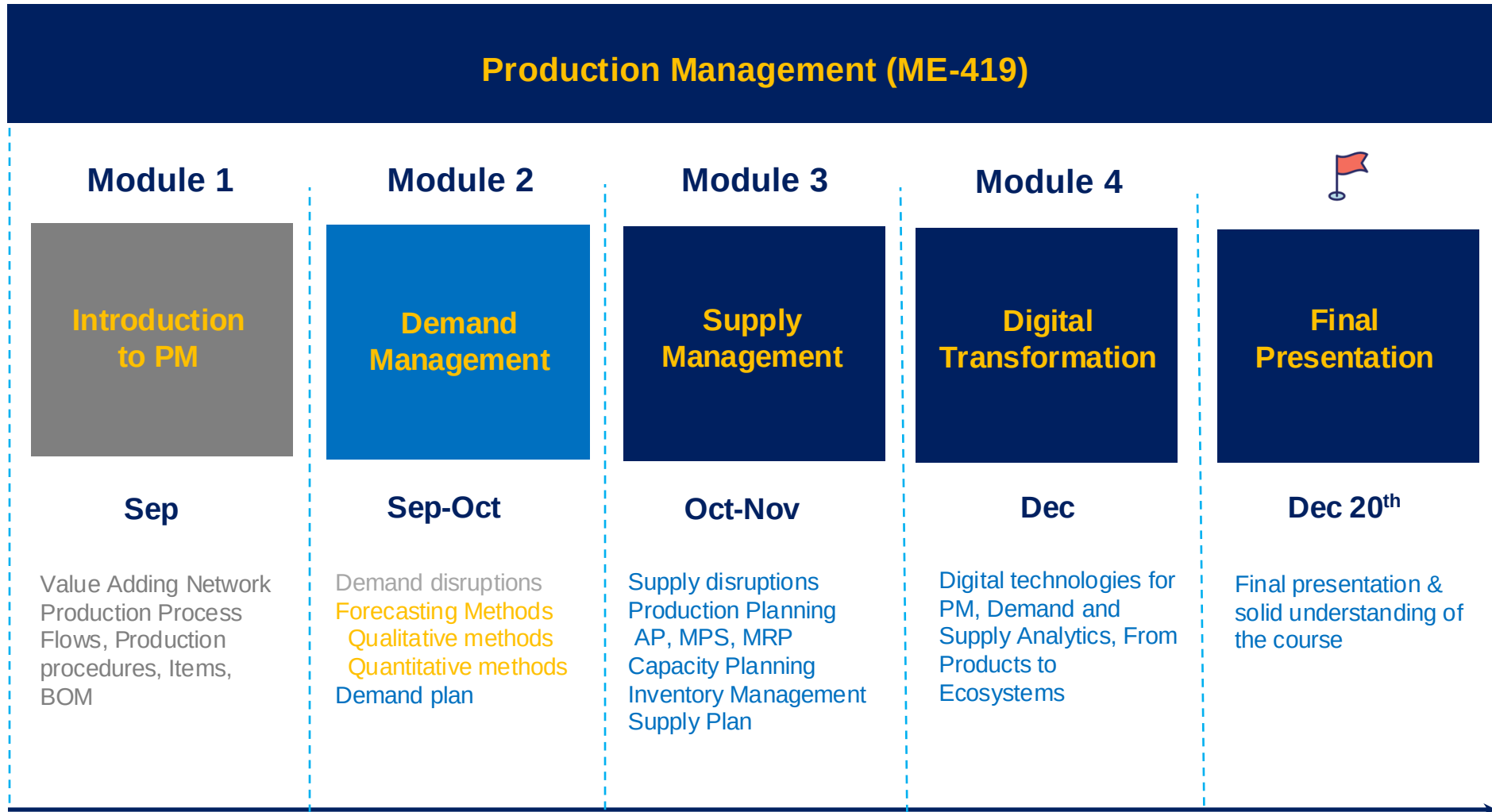
Week 4 – Session 1 – Oct 04th, 2024

Course Framework



Business plan

Strategic plan
Financial plan



Production Management Happy Hour



Next week, drink at 4:45 PM in Sat.

Demand Management – Forecasting Steps



Demand forecast
at the item and
aggregate levels



Goal: What is the purpose of the forecast (Type of products, Granularity, Horizon)



Data: Obtain, clean, and analyze appropriate data



Method: Select a forecasting method (Qualitative vs Quantitative)



Forecast: Make the forecast



Performance: Monitor the forecast errors

Forecasting Methods – Qualitative & Quantitative



Forecasting
Methods



Qualitative
methods



Quantitative
methods



Executive
opinions



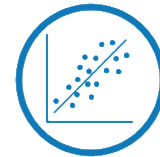
Salesforce
opinions



Customer
surveys



Delphi
method



Causal
models



Time
series



Machine
Learning

Demand Forecast – Step 3: Methods (Comparing)



Quantitative methods



Qualitative methods

Characteristics	Based on mathematics; and past data	Based on human judgement, opinions, subjective, and nonmathematical
Strengths	Consistent and objective; able to consider much information and data at one time	Can incorporate latest changes in the environment and “inside information”
Weaknesses	Often quantifiable data are not available. Only as good as the data on which they are based.	Can bias the forecast and reduce forecast accuracy

Forecasting Methods – Qualitative Methods



Forecasting
Methods



Qualitative
methods



Executive
opinions



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Quantitative
methods



Causal
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Time
series



Machine
Learning

Qualitative Method – Executive Opinions

**Senior Executive
Level**



Finance



Operations



Marketing



R&D

**Developing long
range plan**



New Product

Qualitative Method – Salesforce Opinions

Members of Sales & Customer Service



Sales
manager



Sales
staff



Customer
Service



Sales
staff

Developing sales plan



Current product

Qualitative Method – Consumer Surveys

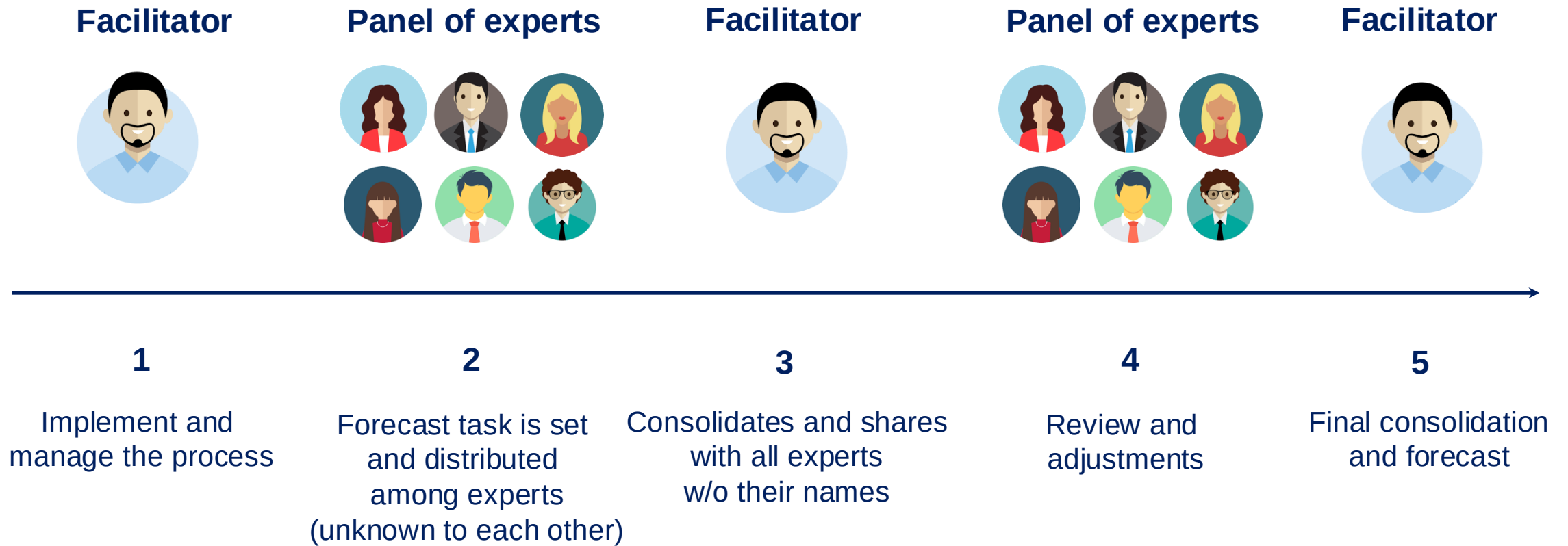


Survey



Art of constructing a survey,
administer it, and
correctly interpret the results

Qualitative Method – Delphi Method



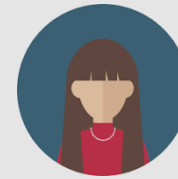
Forecasting Methods – Qualitative Methods



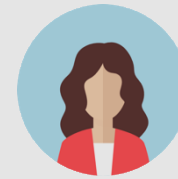
Forecasting
Methods



Qualitative
methods



Executive
opinions



Salesforce
opinions



Customer
surveys



Delphi
method



Quantitative
methods



Causal
models



Time
series



Machine
Learning

Qualitative Method – Comparing Qualitative Methods



5 min

Pros

Cons

1. Executive Opinion
2. Salesforce Opinions
3. Consumer Surveys
4. Delphi Method

Qualitative Methods

What is the base for the qualitative method?

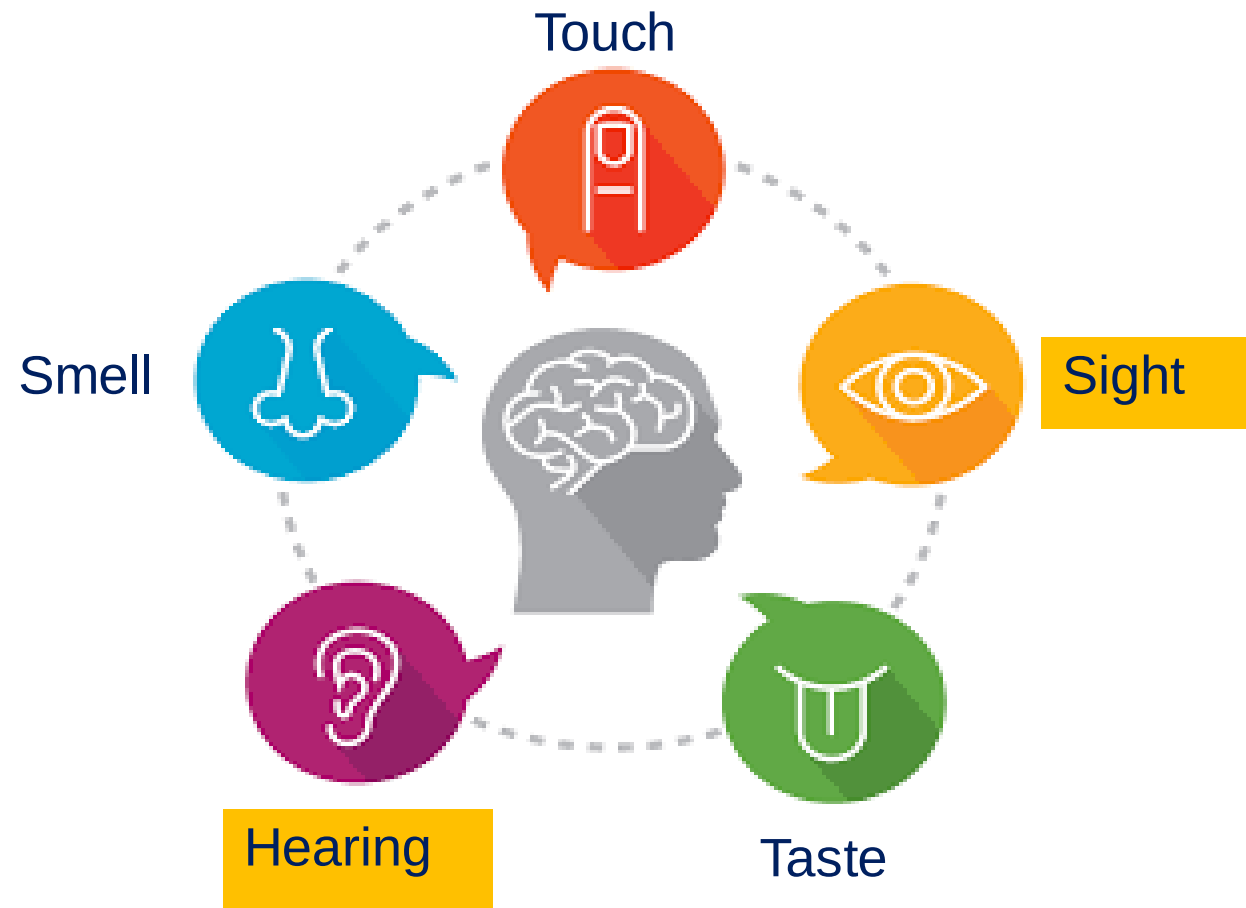
Do We See The Same?



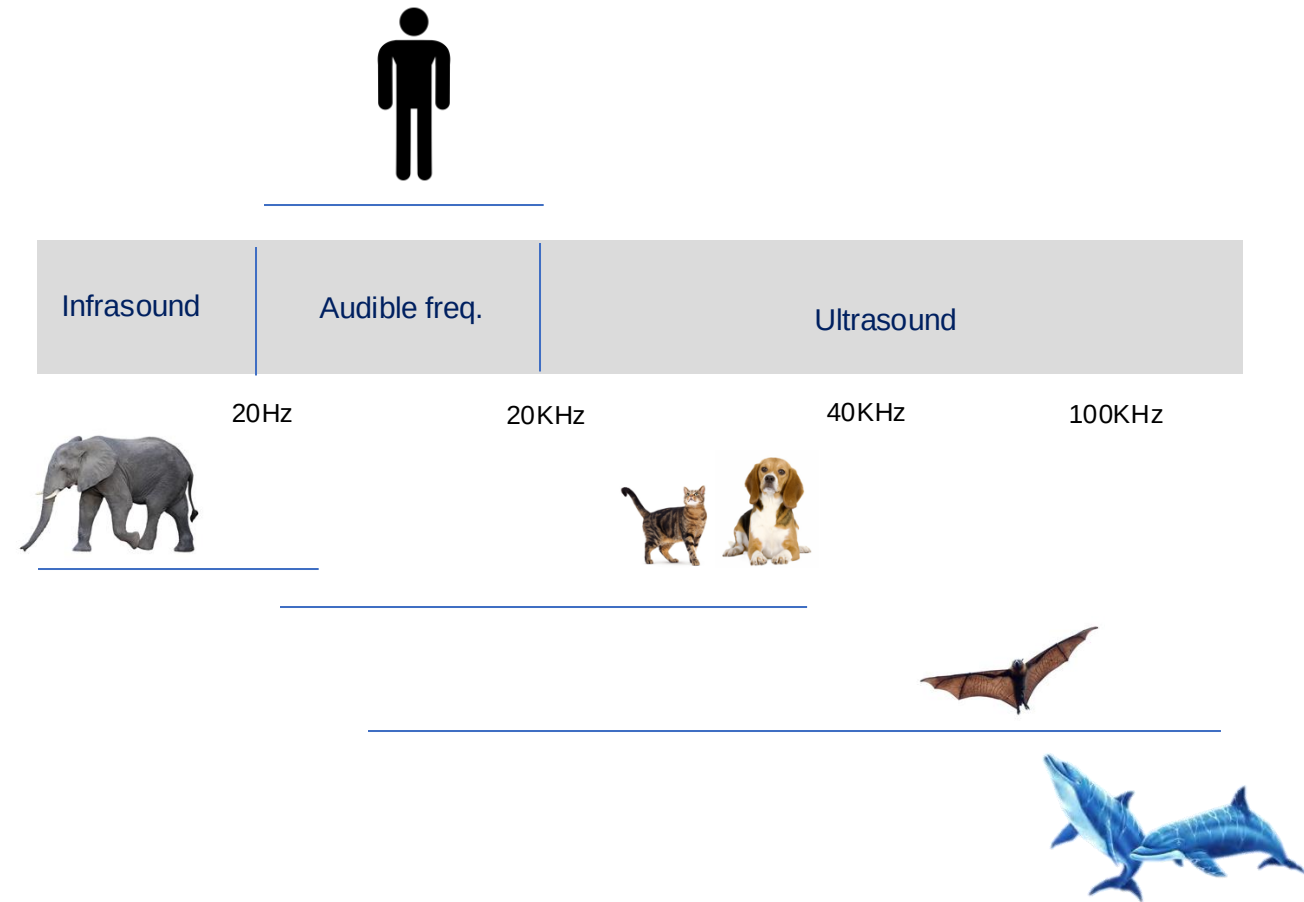
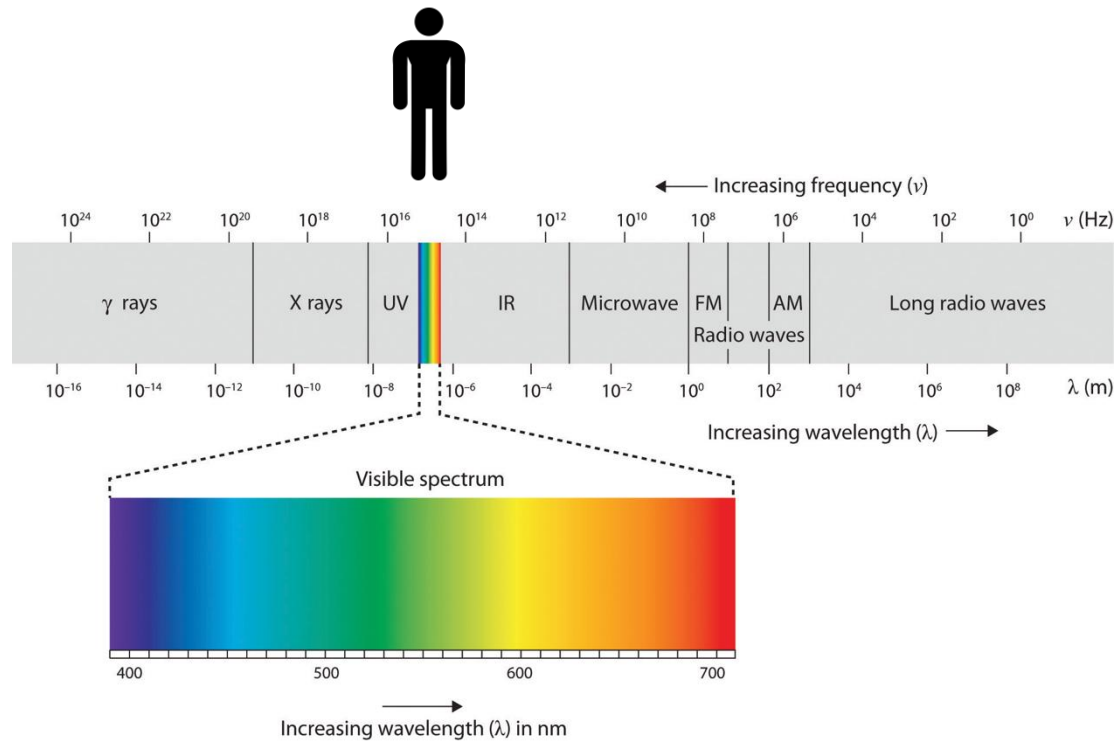
Perception – Our Five Senses



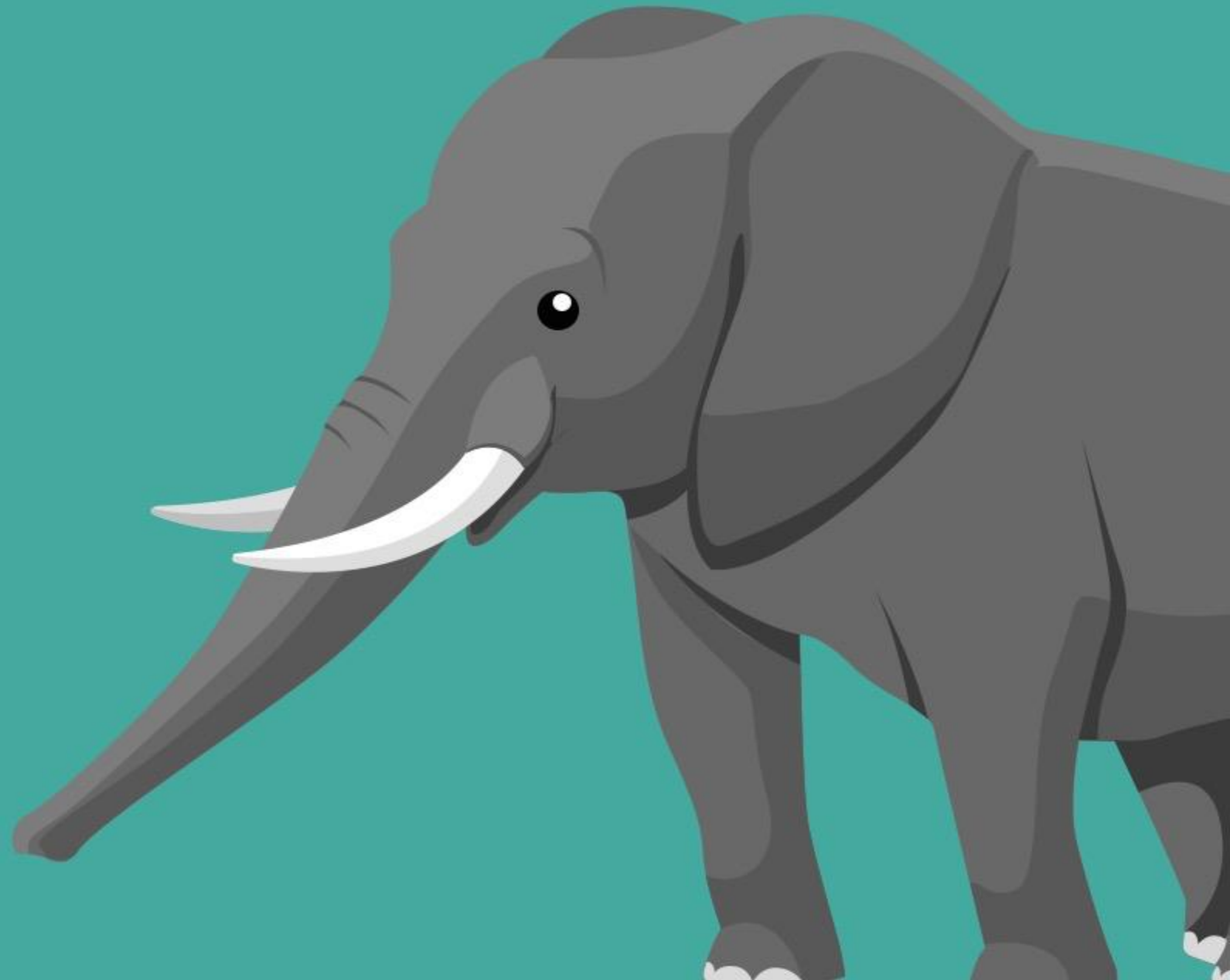
Perception – Two Main Senses



Perception Limitations – Sight and Hearing

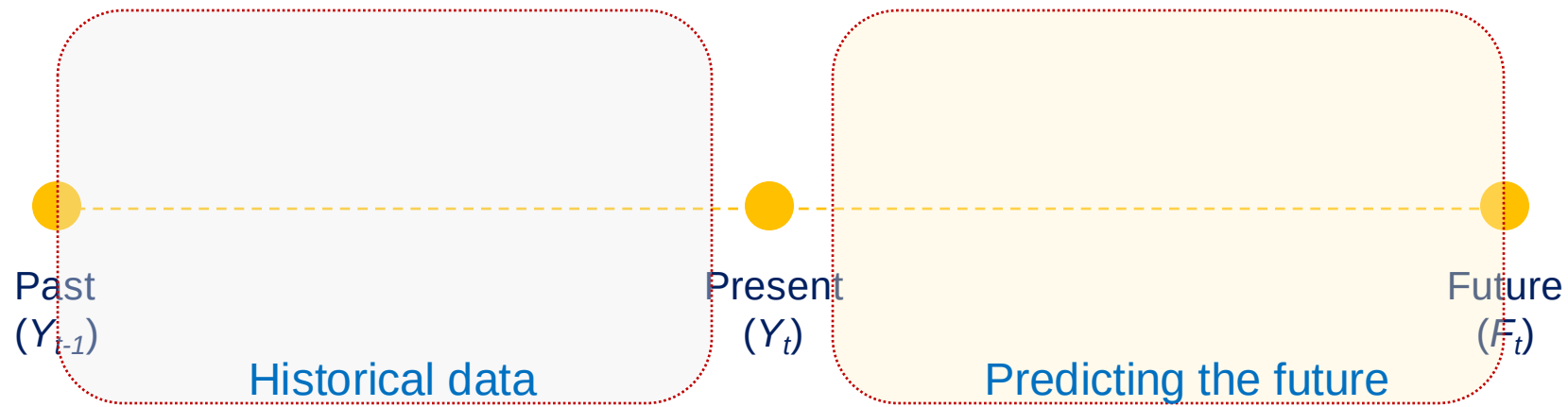


ELEPHANT AND 6 BLIND MEN METAPHOR





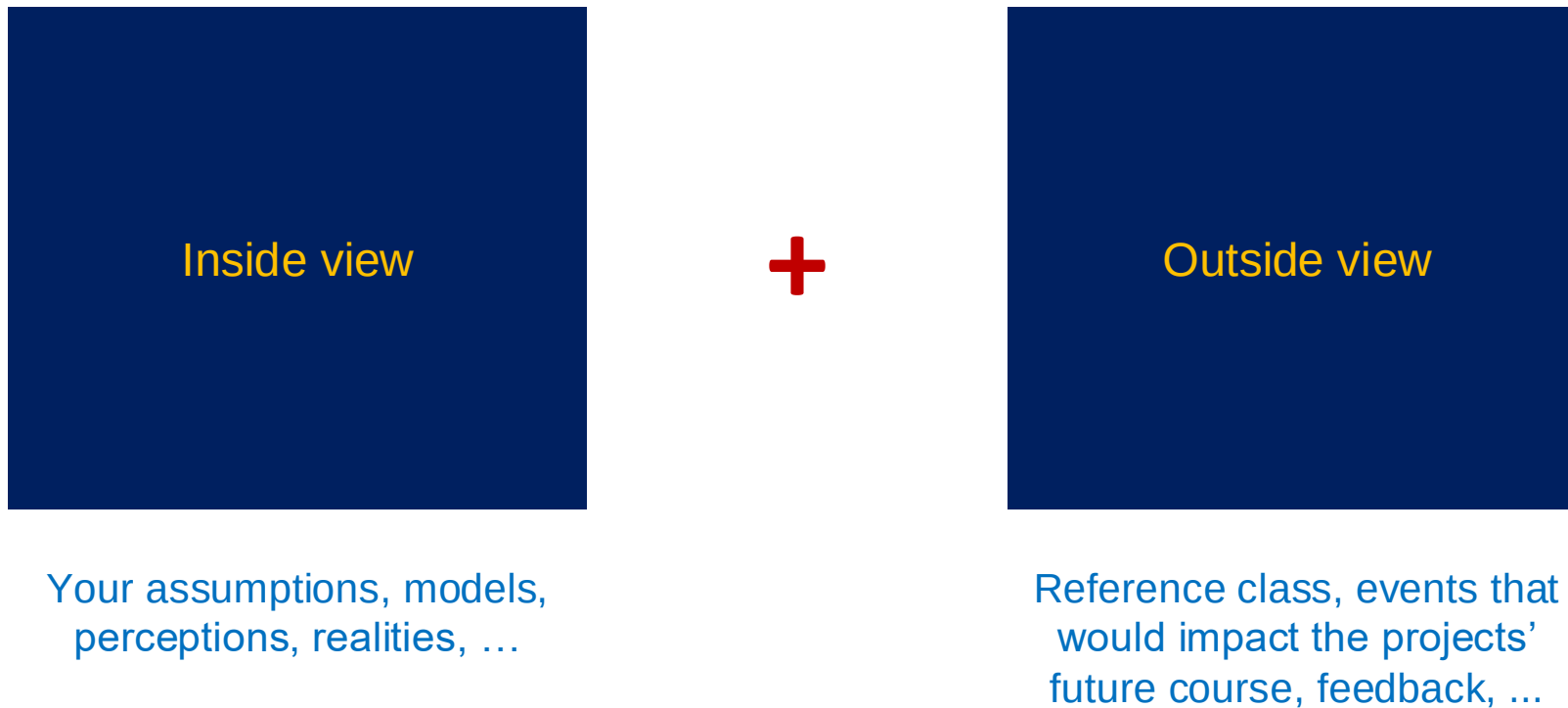
Reminder: The Science of Predicting The Future



Assumption: The future will be the same as the **past**!

- F_t : demand forecast for period t
- Y_t : actual demand for period t

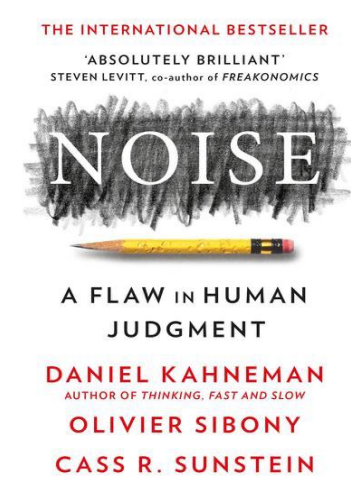
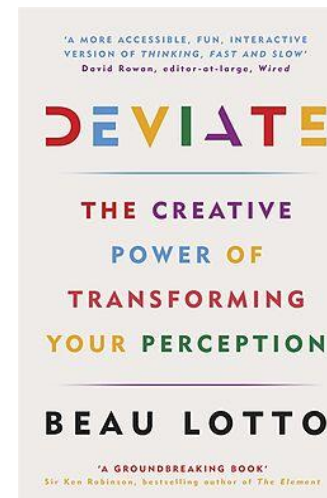
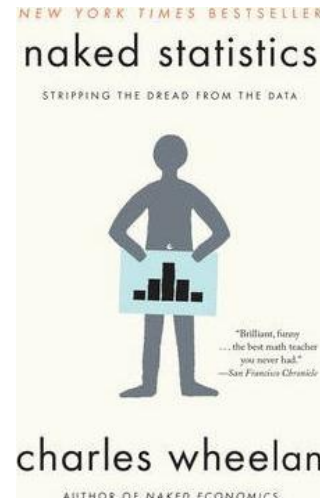
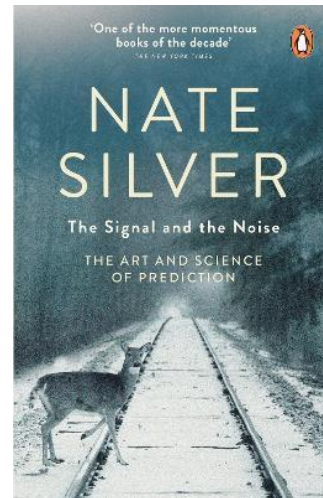
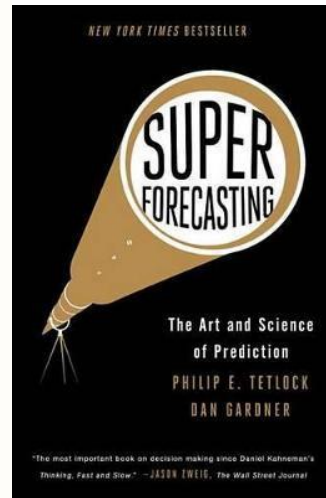
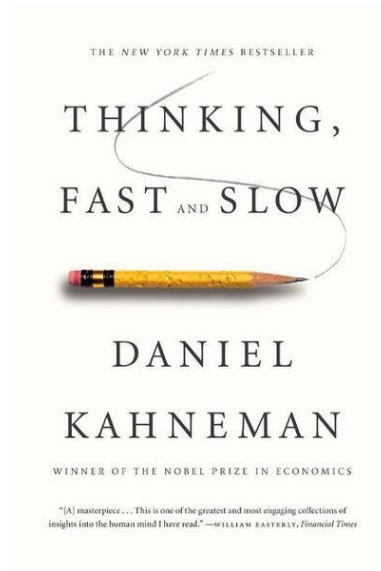
Demand Management – Best Way To Forecast/Predict Future



Sources:

1. Kahneman, D., & Lovallo, D. (2003). Delusions of success—How optimism undermines executive's decisions. *Harvard Business Review*, 81(7), 56-63.
2. Kahneman, D., & Lovallo, D. (1993). Timid choices and bold forecasts: A cognitive perspective on risk taking. *Management science*, 39(1), 17-31.

Want to Know More? – Selected Books



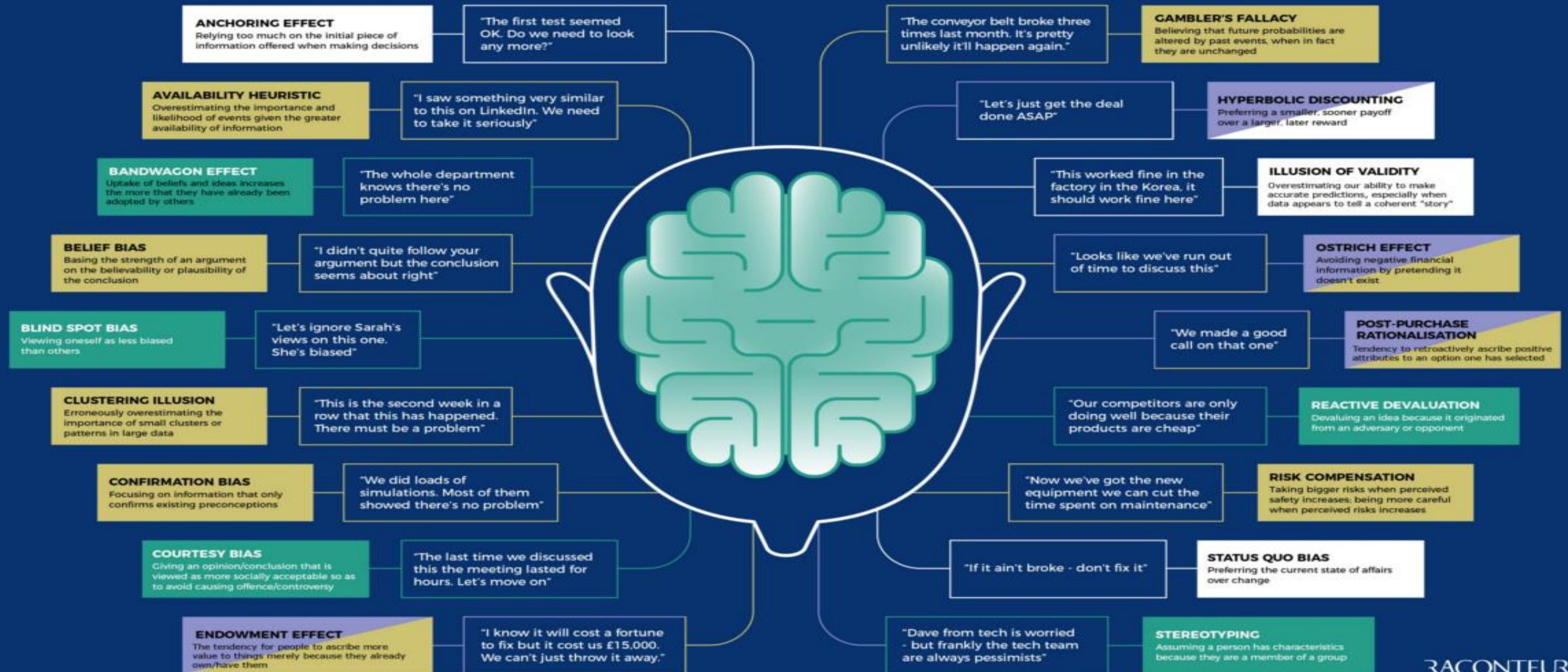
Cognitive bias

● Social ● Financial ● Failure to estimate ● Short-termism

When it comes to assessing risk, humans often fail to make rational decisions because our brains take mental shortcuts that prevent us making the correct choice. Since the 1960s behavioural scientists and psychologists have been researching these failings, and have identified and labelled dozens of them. Here are some that can cause havoc when it comes to assessing risks in business

ORIGIN

The notion of cognitive biases was first introduced by psychologists Amos Tversky and Daniel Kahneman in the early-1970s. Their research paper, 'Judgment Under Uncertainty: Heuristics and Biases', in the Science journal has provided the basis of almost all current theories of decision-making and heuristics. Professor Kahneman was awarded a Nobel Prize in 2002 after further developing the ideas and applying them to economics.



RACONTEUR

Group Exercise – Judgement & Cognitive Biases



10 min



Task1: Define each of the judgment and cognitive biases can be related to what step(s) of Demand Forecast? Why?

Task3: What are the main judgment and cognitive biases that can be related to each qualitative method? Why?

Exercise: Define each of the judgement and cognitive biases can be related to what step(s) of Demand Forecast? Why?

ONLY for groups of Matia & Théodora

#	Judgement & Cognitive Biases	Step 1 Goal	Step 2 Data	Step 3 Method	Step 4 Forecast	Step 5 Performance	Why?
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Exercise: What are the main judgement and cognitive biases that can be related to each qualitative method? Why?

ONLY for groups of Norberto & Patrick

#	Qualitative Methods	Judgement & Cognitive Biases(s)	Why?
1	Executive Opinions		
2	Salesforce Opinions		
3	Consumer Survey		
4	Delphi Method		

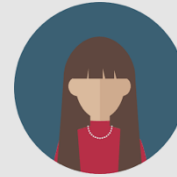
Forecasting Methods – Quantitative Methods



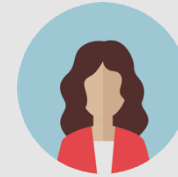
Forecasting
Methods



Qualitative
methods



Executive
opinions



Salesforce
opinions



Customer
surveys



Delphi
method



Quantitative
methods



Causal
models



Time
series



Machine
Learning

Learning Points – Summary

- Demand forecasting steps
- Methods to forecast: qualitative and quantitative
- Different qualitative methods

Production Management (ME-419)

Module 2 – Demand Management

Forecasting Methods – Quantitative

Amin Kaboli

Week 4 – Session 1 – Oct 04th, 2024

Demand Management – Forecasting Steps



Demand forecast
at the item and
aggregate levels



Goal: What is the purpose of the forecast (Type of products, Granularity, Horizon)



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Performance: Monitor the forecast errors

Forecasting Methods – Qualitative & Quantitative



Forecasting
Methods



Qualitative
methods



Quantitative
methods



Executive
opinions



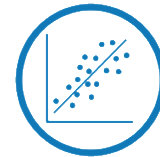
Salesforce
opinions



Customer
surveys



Delphi
method



Causal
models



Time
series



Machine
Learning

Demand Forecast – Step 3: Methods (Comparing)



Quantitative methods



Qualitative methods

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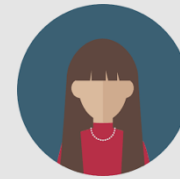
Forecasting Methods – Quantitative Methods



Forecasting
Methods



Qualitative
methods



Executive
opinions



Salesforce
opinions



Customer
surveys



Delphi
method



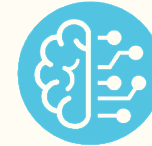
Quantitative
methods



Causal
models



Time
series



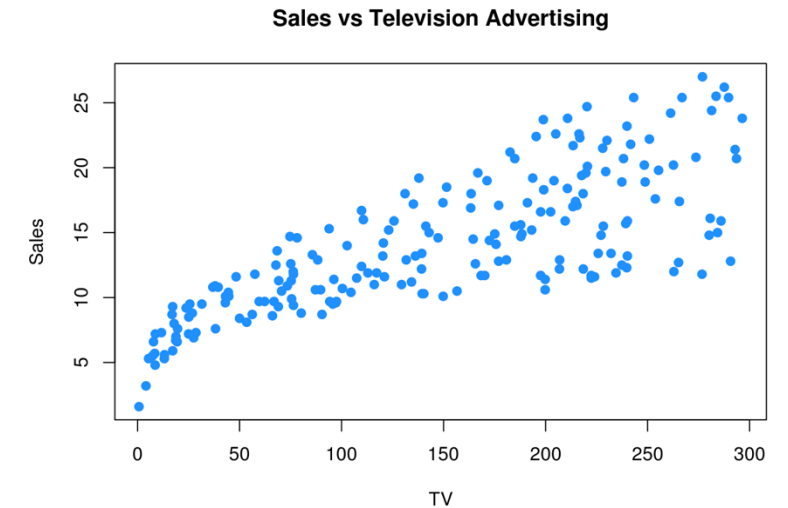
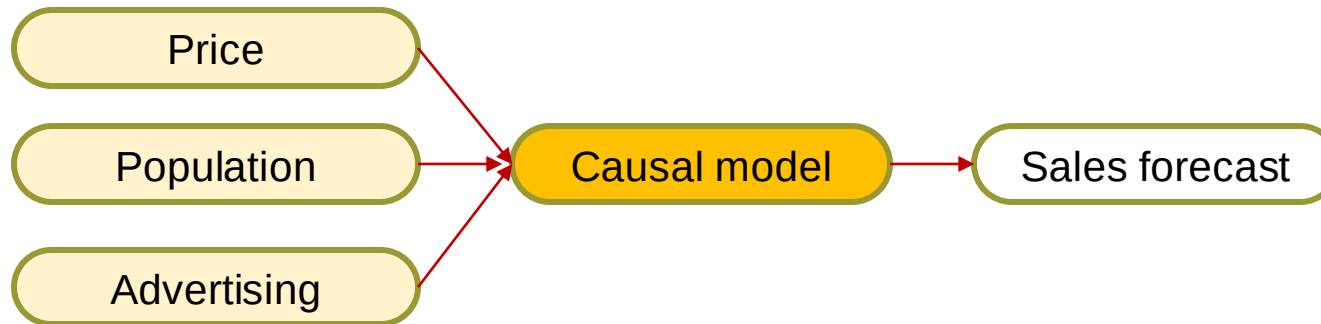
Machine
Learning

Comparing Quantitative Methods

	  Causal models Time series	 Machine Learning
Ability to consider numerous variables and data sources	Needs substantial effort	Smoothly incorporates multiple variables and data sources thanks to the high level of automation
Volume of manual work	High	Low
Amount of data required	Small	Large
Maintenance complexity	Low	High
Technology requirements	Low	High
Best fit	Mid/long-term planning Established products Stable demand	Short/mid-term planning New products Volatile demand scenarios

Demand Forecast – Causal Model

$$\text{Sales forecast} = \mathbf{f}(\text{Price, Population, Advertising, ...}) + \text{Constant}$$



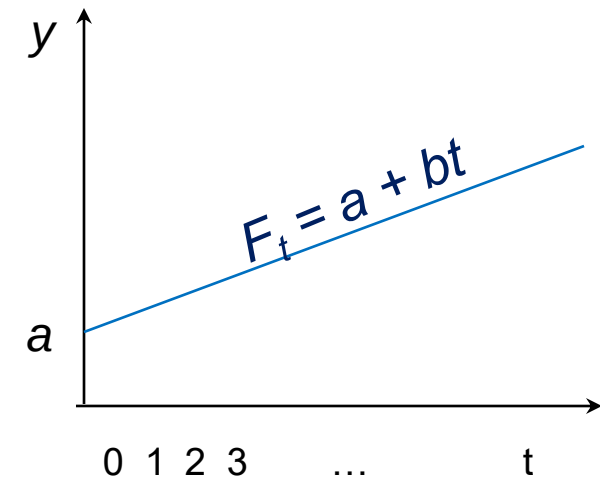
Demand Forecast – Step 3: Method (Causal Model - Trend)

This model is used to develop forecasts when trend is present:

$$F_t = a + bt$$

$$b = \frac{n \sum ty - \sum t \sum y}{n \sum t^2 - (\sum t)^2} \quad a = \frac{\sum y - b \sum t}{n}$$

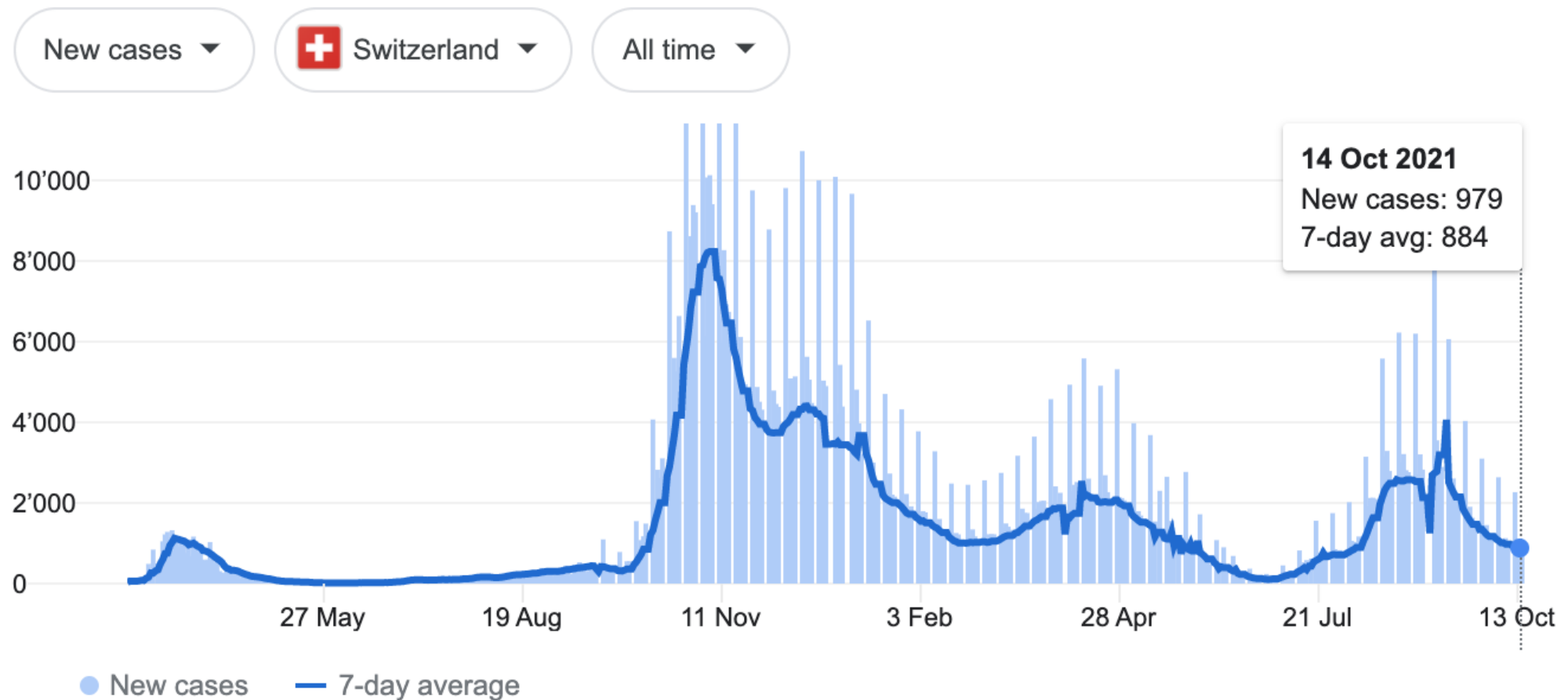
- F_t : demand forecast for period t
- a : value of F_t at $t = 0$, which is the y intercept
- b : slope of the line
- t : specified number of time periods from $t = 0$



Time Series

- A time-series is a set of observations on a quantitative variable collected over time.
- In other words: Time-series data are historical data in chronological order, with only one value per time period (day, week, month, quarter, year, ...).
- Examples of historical data on:
 - Sales of iPhone
 - Stock
 - Interest rates
 - Customer engagements
 - Weather forecast, earthquake prediction, ...
- Businesses are often very interested in forecasting time series variables. Why?

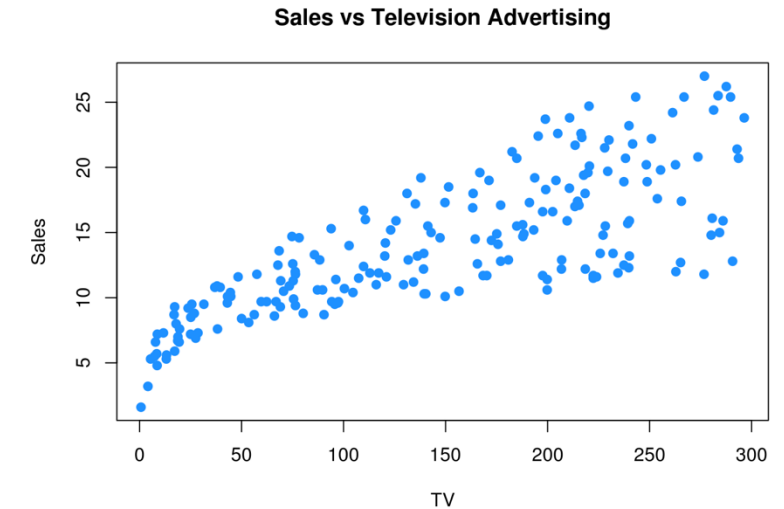
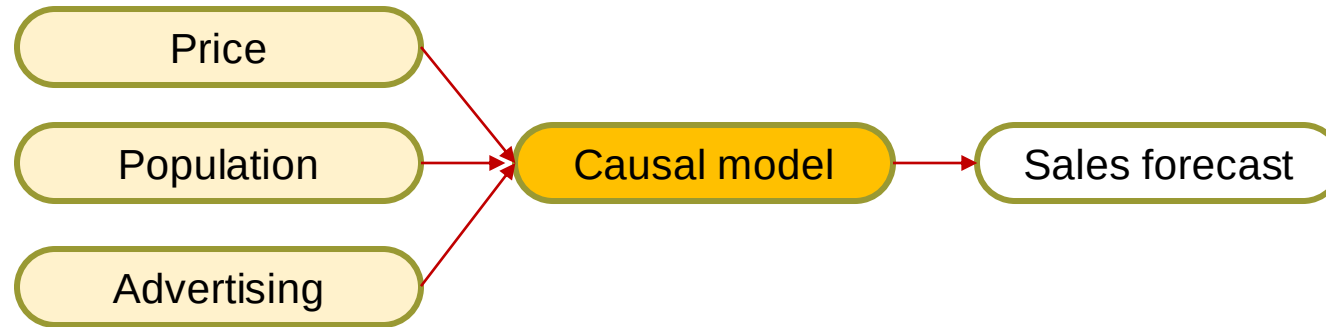
Time Series – COVID in Switzerland



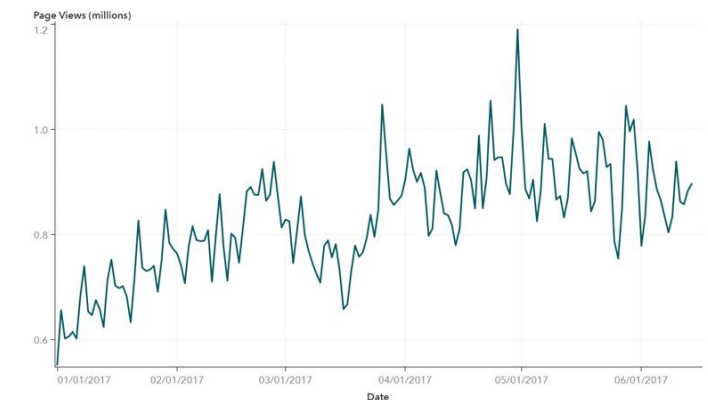
Source: Google,

Demand Forecast – Causal Model vs Time Series

- Causal models

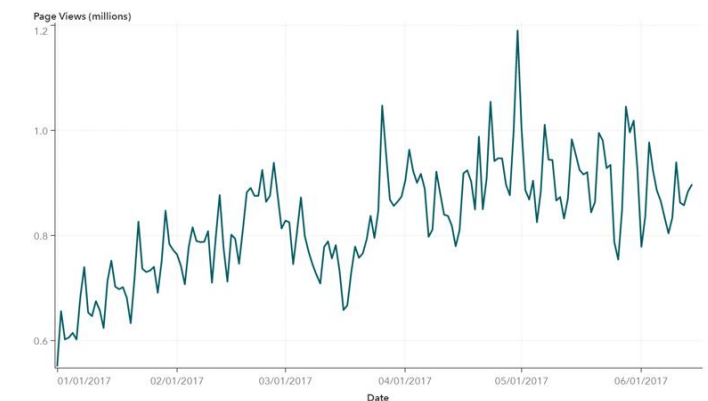
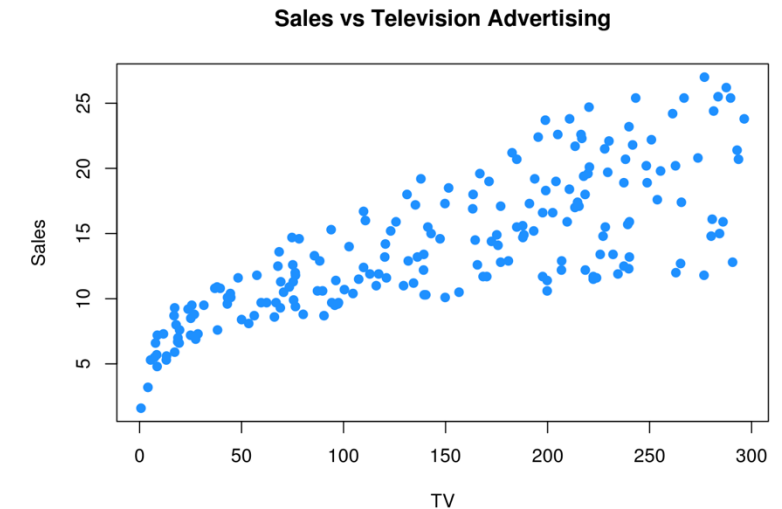


- Time series models

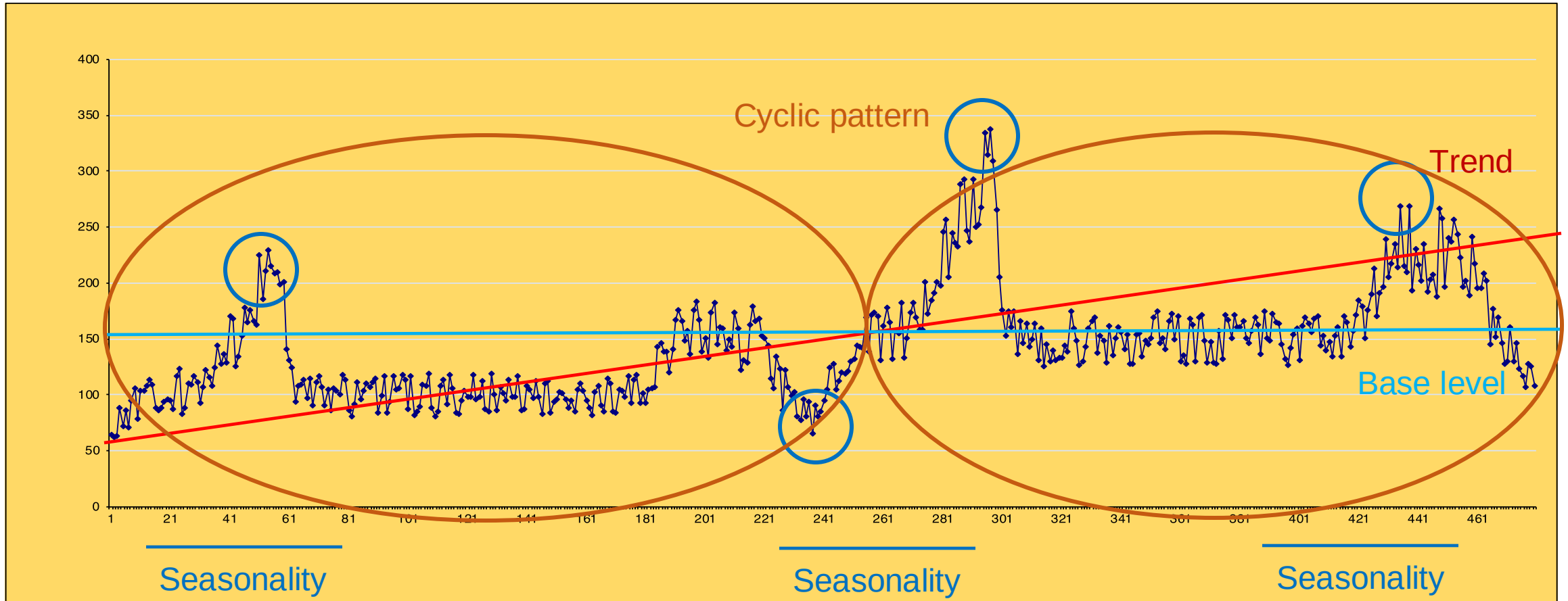


Demand Forecast – Causal Model vs Time Series

- **Causal models**
 - **Regression** analysis useful in short-term forecasting, but flawed.
 - Often, **independent variables** are not available to build a regression model of a time series variable.
- **Time series models**
 - In time series analysis, we analyze the **past behavior** of a variable in order **to predict its future behavior**.
 - Our focus in this chapter is on time series methods for forecasting.



Demand Forecast – Time Series



Time series – Analysis & Definitions

Base level: Pattern in which data values fluctuate around a constant mean

Trend: Pattern in which data exhibit increasing or decreasing values over time

Seasonality: Any pattern that regularly repeats itself and is constant in length.

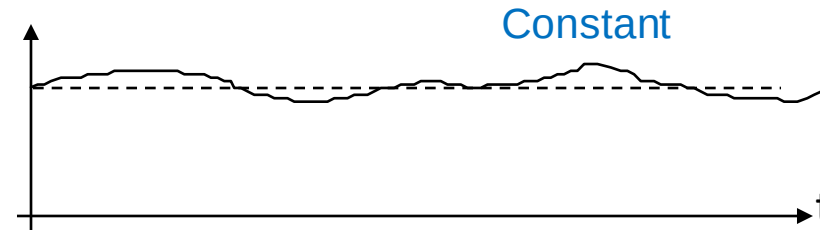
Cycles: Data patterns created by economic fluctuations.

Time Series Models

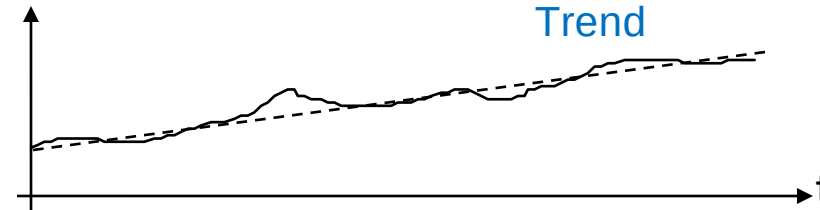


Time
Series

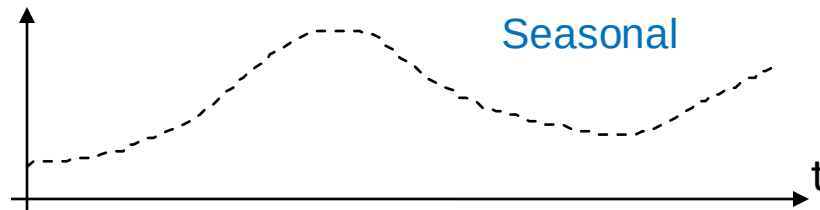
Stationary



Trend



**Trend
+
Seasonality**



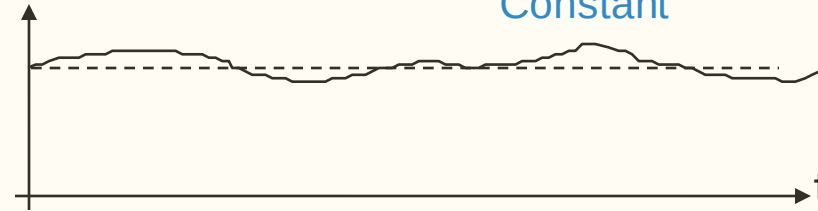
Time Series Models



Time
Series

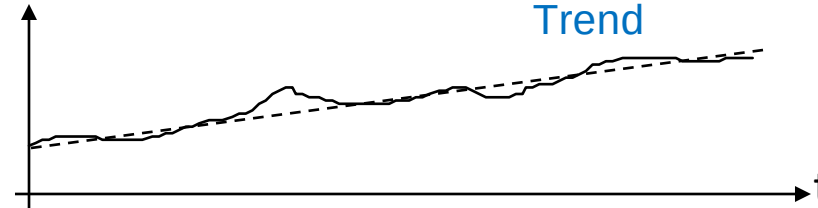
Stationary

Constant



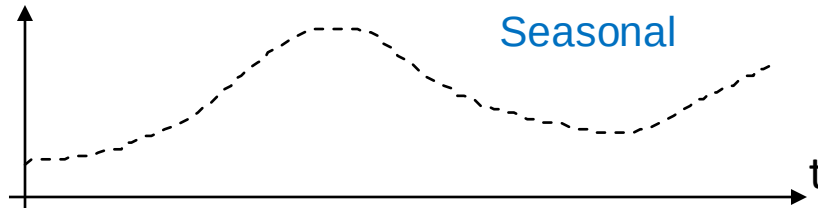
Trend

Trend



Trend
+
Seasonality

Seasonal



Time Series – Stationary

$$\text{Data} = \text{Pattern} + \text{Random fluctuation}$$

Time Series – Stationary

Data = Pattern + Random fluctuation

$$\mathcal{Y} = F(\mathcal{B}, \mathcal{T}, \mathcal{S}) + \mathcal{R}$$

- No trend and seasonal component, thus:

$$\mathcal{Y} = F(\mathcal{B}) + \mathcal{R}$$

- What are the models to forecast trend patterns in data?
 - Stationary models

Summary – Time Series – Stationary Models

1) Naïve:

$$F_{t+1} = Y_t$$

2) Simple mean:

$$F_{t+1} = \Sigma Y_t / n$$

3) Simple moving average:

$$F_{t+1} = \Sigma Y_t / p \quad \text{or} \quad F_{t+1} = \frac{1}{p} \sum_{i=0}^{p-1} [Y_{t-i}]$$

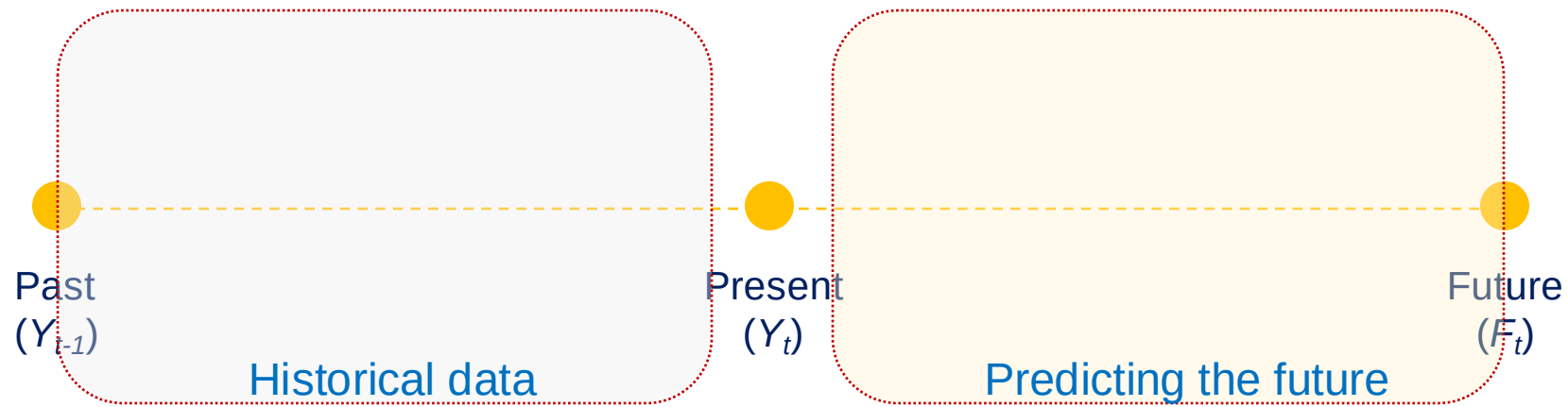
4) Weighted moving average:

$$F_{t+1} = \Sigma w_t * Y_t$$

5) Exponential Smoothing

$$F_{t+1} = \alpha Y_t + (1 - \alpha) F_t$$

Reminder: The Science of Predicting The Future



Assumption: The future will be the same as the **past**!

- F_t : demand forecast for period t
- Y_t : actual demand for period t

Quantitative Method – Stationary; Naïve

Forecast in period $t+1$ = Actual demand of period t

$$F_{t+1} = Y_t$$

- F_t : demand forecast for period t
- Y_t : actual demand for period t

Quantitative Method – Stationary; Simple Mean

Forecast in period $t+1$ = Sum (Actual demand of period t) / n

$$F_{t+1} = \Sigma Y_t / n$$

- F_t : demand forecast for period t
- Y_t : actual demand for period t
- n : number of periods or data points to be averaged

Quantitative Method – Stationary; Simple Moving Average

Forecast in period $t+1$ = Sum (Actual demand of period t) / n

$$F_{t+1} = \Sigma Y_t / n$$

$$F_{t+1} = Y_t + Y_{t-1} + Y_{t-2} + \dots + Y_{t-n} / n$$

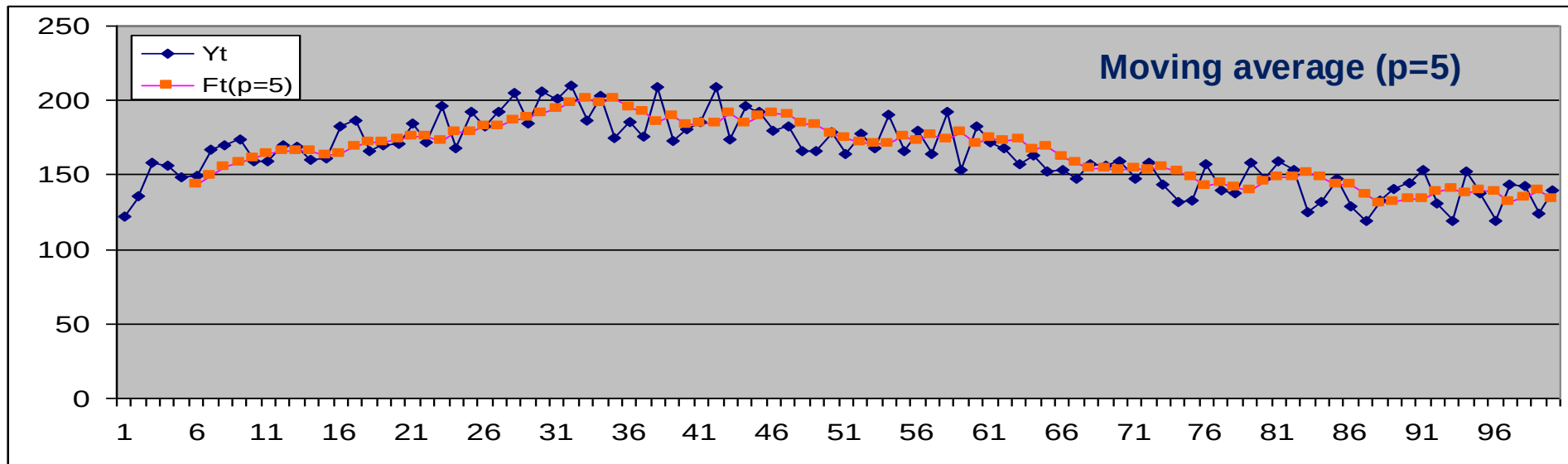
- F_t : demand forecast for period t
- Y_t : actual demand for period t
- n : number of periods or data points used in the moving average

Quantitative Method – Stationary; Simple Moving Average

- F_t : demand forecast for period t
 - Y_t : actual demand for period t
- $p = 1$: Naive model

$$F_{t+1} = \frac{1}{p} \sum_{i=0}^{p-1} [Y_{t-i}]$$

p : order of moving average = number of periods taken into account



Quantitative Method – Stationary; Weighted Moving Average

Forecast in period $t+1$ = Sum (Weights * (Actual demand of period t)) / n

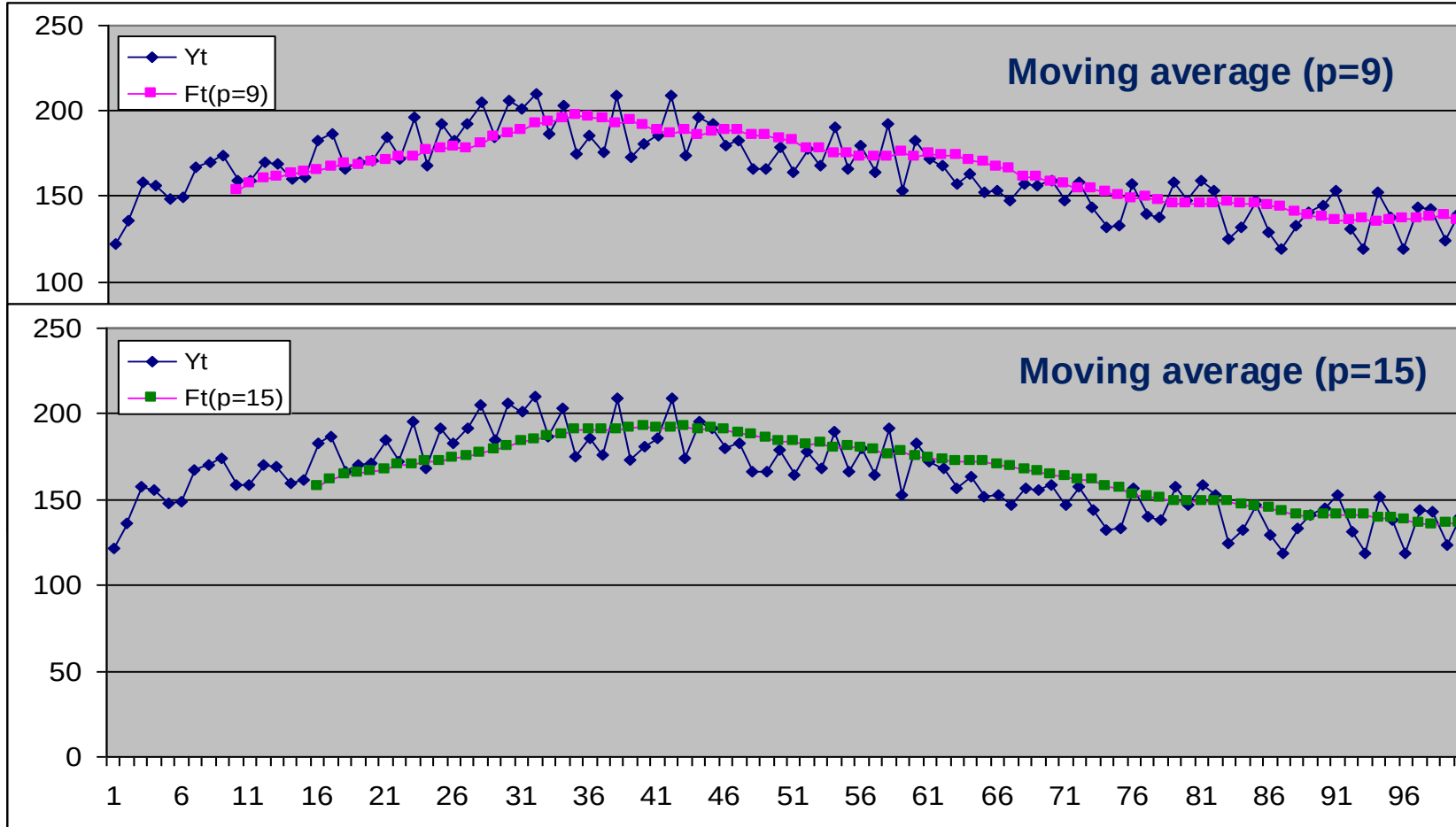
$$F_{t+1} = \sum w_t * Y_t$$

$$F_{t+1} = w_1 Y_1 + w_2 Y_2 + \dots + w_t Y_t$$

- F_t : demand forecast for period t
- Y_t : actual demand for period t
- w_t : weight placed on the actual value in period t

Quantitative Method – Stationary; Moving Average

$$F_{t+1} = \frac{1}{p} \sum_{i=0}^{p-1} [Y_{t-i}] \quad p: \text{order of moving average} = \text{number of periods taken into account}$$



Quantitative Method – Stationary; Averaging

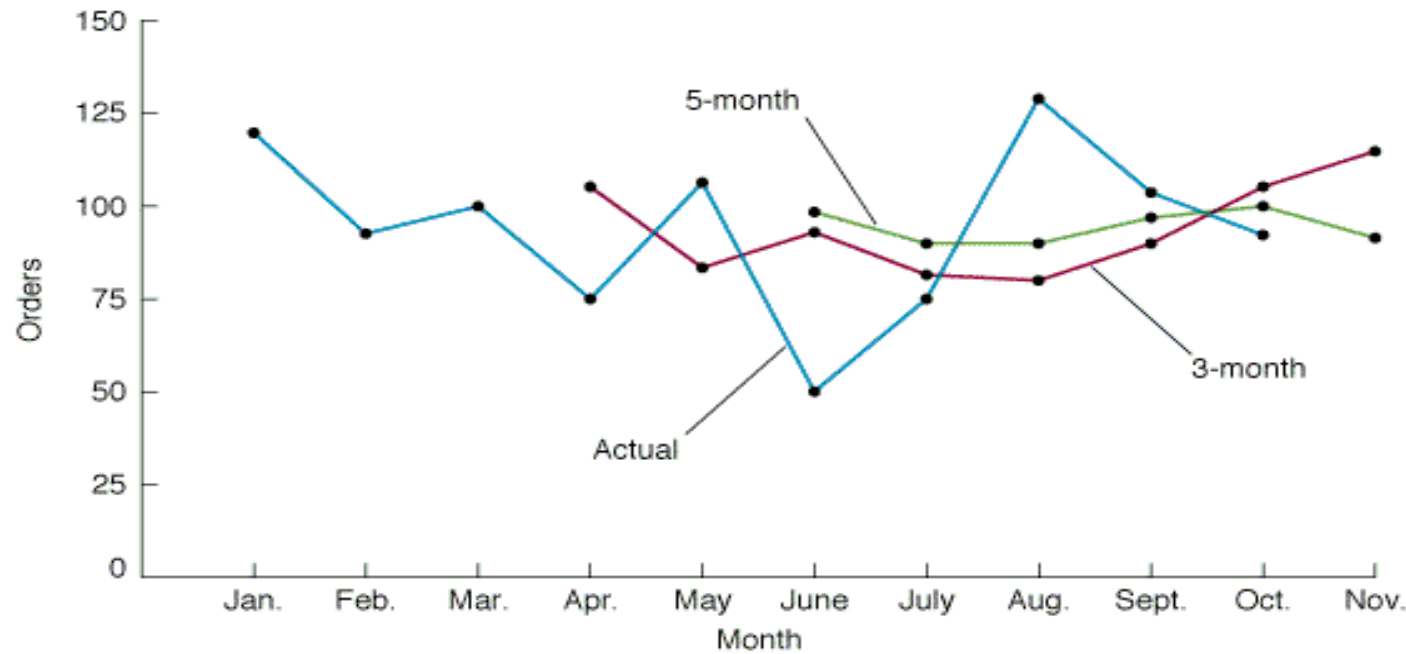
Exercise 1



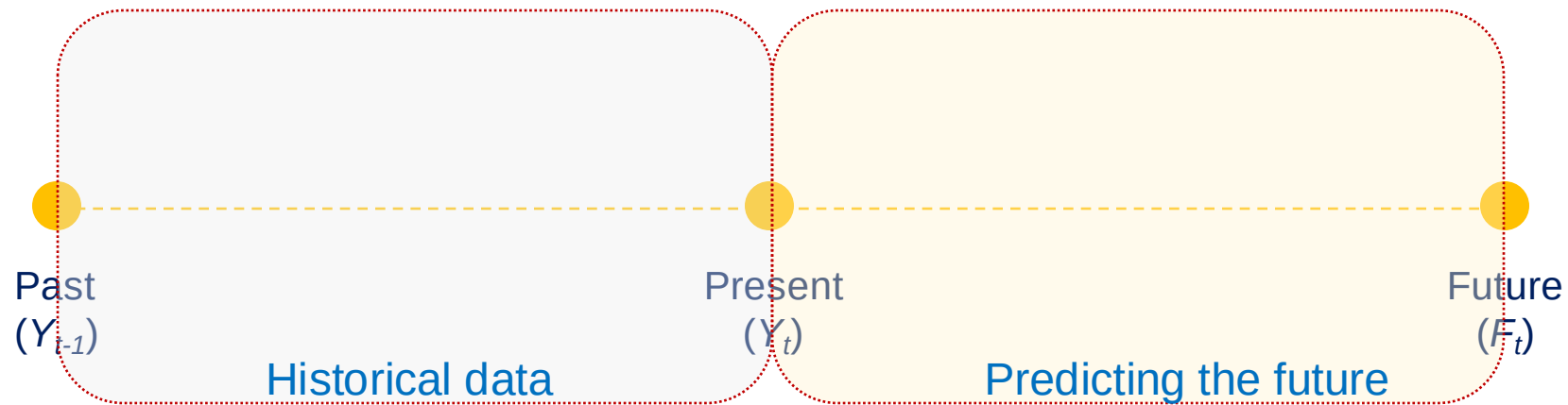
Complete the exercise in Excel
(file on Moodle)

Moving Average – Important Notes

- Suitable for relatively stable time series with NO trend or seasonal pattern
- A 3-period model ($p=3$) will be more responsive to change
- The larger the “ p ” the more stable the forecast
- The larger p , the slower reaction to actual changes



The Science of Predicting The Future



Assumption: The future will be what happened in the **present and the past!**

- F_t : demand forecast for period t
- Y_t : actual demand for period t

Quantitative Method – Stationary; Exponential Smoothing

To make a forecast for the next period, you need three pieces of information:

$$F_{t+1} = \alpha Y_t + (1 - \alpha) F_t$$

- 1) The current period's forecast (F_t)
- 2) The current period's actual demand (Y_t)
- 3) The value of a smoothing coefficient, α , which varies between 0 and 1.

Quantitative Method – Stationary; Exponential smoothing

$$F_{t+1} = F_t + \alpha(Y_t - F_t)$$

$$F_{t+1} = \alpha Y_t + (1 - \alpha)F_t$$

$$F_t = \alpha Y_{t-1} + (1 - \alpha)F_{t-1}$$

$$F_{t-1} = \alpha Y_{t-2} + (1 - \alpha)F_{t-2}$$

$$F_{t+1} = \alpha Y_t + (1 - \alpha)[\alpha Y_{t-1} + (1 - \alpha)(\alpha Y_{t-2} + (1 - \alpha)F_{t-2})]$$

$$F_{t+1} = \alpha[Y_t + (1 - \alpha)Y_{t-1} + (1 - \alpha)^2 Y_{t-2}] + (1 - \alpha)^3 F_{t-2}$$

$$F_{t+1} = \alpha \sum_{p=0}^{\infty} (1 - \alpha)^p Y_{t-p}$$

Infinite series of the actual values with exponentially decreasing importance.

Quantitative Method – Stationary; Exponential smoothing

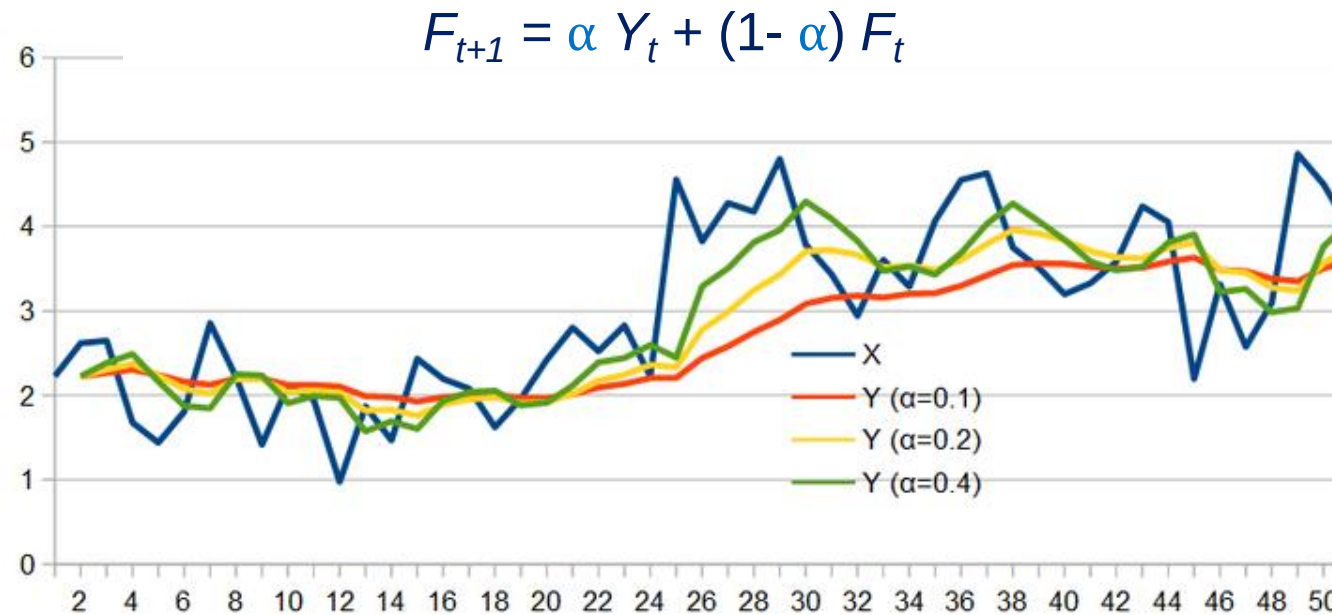
Exercise 1



Complete the exercise in Excel
(file on Moodle)

Exponential Smoothing – Important Notes

- Suitable for relatively stable time series
- Does NOT do well when there is a **trend** in data
- Widely used model and it requires limited data
- The larger α , the more responsive forecast
- The smaller α , the smoother forecast



Summary – Time Series – Stationary Models

1) Naïve:

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2) Simple mean:

$$F_{t+1} = \Sigma Y_t / n$$

3) Simple moving average:

$$F_{t+1} = \Sigma Y_t / p \quad \text{or} \quad F_{t+1} = \frac{1}{p} \sum_{i=0}^{p-1} [Y_{t-i}]$$

4) Weighted moving average:

$$F_{t+1} = \Sigma w_t * Y_t$$

5) Exponential Smoothing

$$F_{t+1} = \alpha Y_t + (1 - \alpha) F_t$$

Learning Points – Summary

- Demand forecasting steps
- Methods to forecast: qualitative and quantitative
- Different qualitative methods

Assignment 4 – Tasks



15 min

- 1) Identify the demand typology for each product family (constant, cyclic, seasonal, with trend).
- 2) Test whether there is seasonality in your dataset or not (use auto-correlation)
- 3) Select a preliminary forecast model (align with task 1 and 2)
- 4) Compute possible initial trend components
- 5) Compute possible initial seasonal components
- 6) Validate the proposed initial model
- 7) Comment the results of the validation process
- 8) Set a logic for smoothing coefficients (alpha, beta, Gamma) for running your forecasting model.
- 9) Forecast the demand of your product (product family level) for the next 18 months.
- 10) Measure performance of your forecasting model (Use MAPE).

Production Management (ME-419)

Module 2 – Demand Management

Forecasting Methods – Quantitative

Amin Kaboli

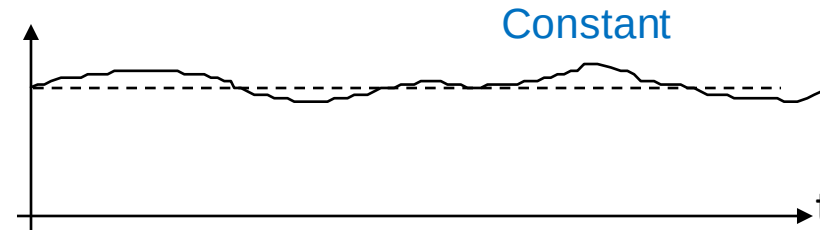
Week 4 – Session 1 – Oct 04th, 2024

Time Series Models

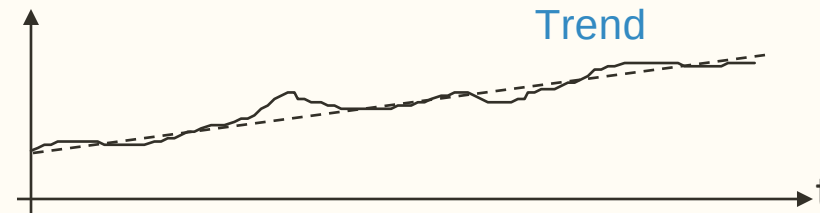


Time
Series

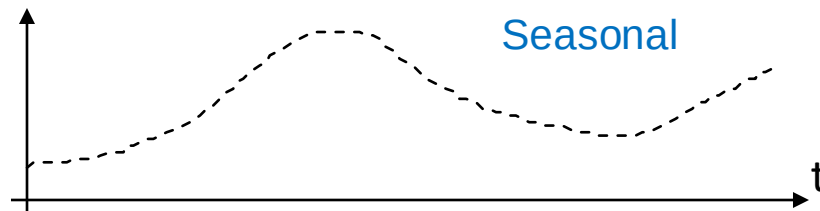
Stationary



Trend



**Trend
+
Seasonality**



Summary – Time Series – Stationary Models

1) Naïve:

$$F_{t+1} = Y_t$$

2) Simple mean:

$$F_{t+1} = \Sigma Y_t / n$$

3) Simple moving average:

$$F_{t+1} = \Sigma Y_t / n \quad \text{or} \quad F_{t+1} = \frac{1}{p} \sum_{i=0}^{p-1} [Y_{t-i}]$$

4) Weighted moving average:

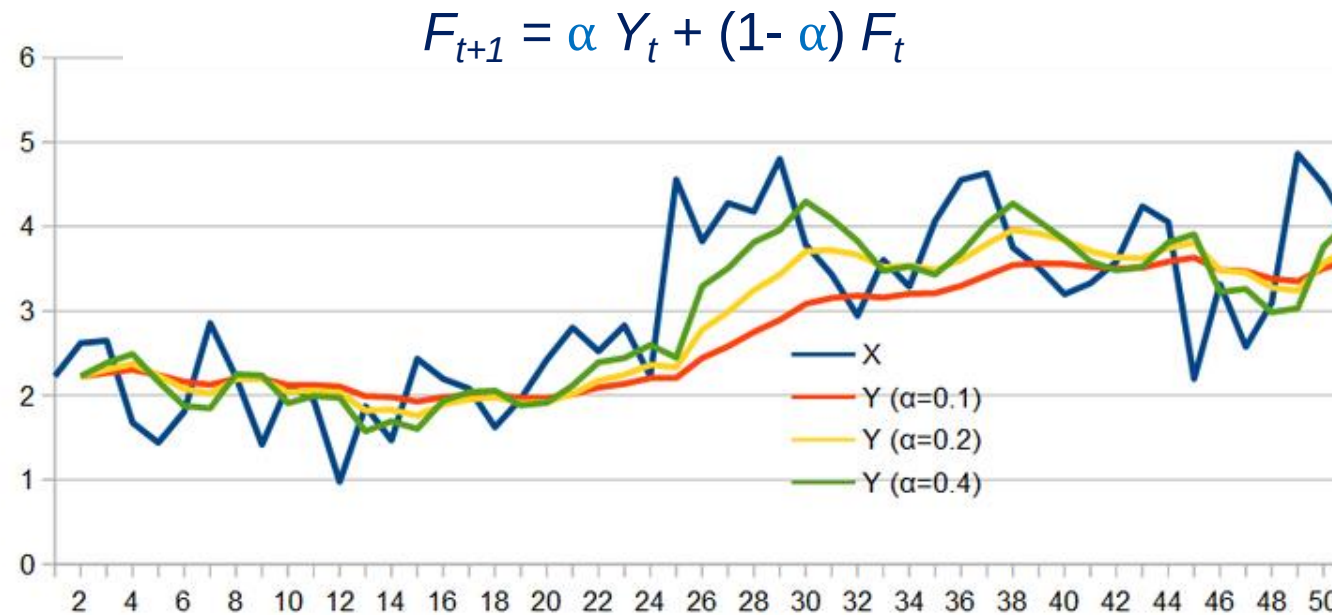
$$F_{t+1} = \Sigma w_t * Y_t$$

5) Exponential Smoothing

$$F_{t+1} = \alpha Y_t + (1 - \alpha) F_t$$

Exponential Smoothing – Important Notes

- Suitable for relatively stable time series
- Does NOT do well when there is a **trend** in data
- Widely used model and it requires limited data
- The larger α , the more responsive forecast
- The smaller α , the smoother forecast



Time Series – Trend

Data = Pattern + Random fluctuation

$$\mathcal{Y} = F(\mathcal{B}, \mathcal{T}, \mathcal{S}) + \mathcal{R}$$

- No seasonal component, thus:

$$\mathcal{Y} = F(\mathcal{B}, \mathcal{T}) + \mathcal{R}$$

- What are the models to forecast trend patterns in data?
 - Linear trend line
 - Holt model (trend-adjusted exponential smoothing)

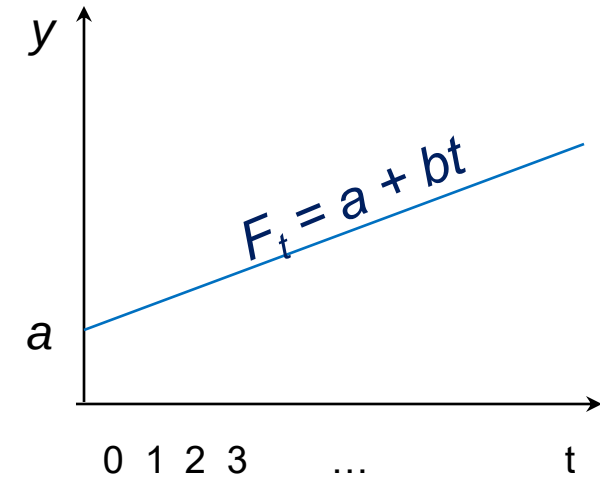
Reminder: Demand Forecast – Causal Model

This model is used to develop forecasts when trend is present:

$$F_t = a + bt$$

$$b = \frac{n \sum ty - \sum t \sum y}{n \sum t^2 - (\sum t)^2} \quad a = \frac{\sum y - b \sum t}{n}$$

- F_t : demand forecast for period t
- a : value of F_t at $t = 0$, which is the y intercept
- b : slope of the line
- t : specified number of time periods from $t = 0$



Problem - Time Series – Trend

ABB wants to forecast demand for a piece of pollution-control equipment. A review of past sales, as shown below, indicates that an increasing trend is present:

Month (t)	Actual demand (Y_t)	Month (t)	Actual demand (Y_t)
1	12	6	21
2	17	7	31
3	20	8	28
4	19	9	36
5	24	10	-

Smoothing constants are assigned the values of $\alpha = 0.2$ and $\beta = 0.4$. The firm assumes the initial base level (B_1) is 11 units and the trend over that period (T_1) is 2 units. Define the forecast for month 1 to 10.

Time Series – Trend (Holt Model)

An exponential smoothing model (with two smoothing equations) for data with trend:

Step 1) Forecast equation

$$F_{t+h} = B_t + hT_t \quad h = 1, 2, 3, \dots$$

Step 2) Level equation

$$B_t = \alpha Y_t + (1 - \alpha)(B_{t-1} + T_{t-1}) \quad 0 \leq \alpha \leq 1$$

Step 3) Trend equation

$$T_t = \beta (B_t - B_{t-1}) + (1 - \beta)T_{t-1} \quad 0 \leq \beta \leq 1$$

Exercise 1 - Time Series – Trend (Holt Model)



7 min

Swiss Green is a lawn care company that uses exponential smoothing with trend to forecast monthly usage of its lawn care products. At the end of July the company desires to forecast demand of August. The trend through June has been 15 additional boxes of products sold per month.

Average demand have been 57 boxes per month. The demand for July was 62 boxes. The company uses $\alpha = 0.2$ and $\beta = 0.10$. Make a forecast including trend for the month of August.

Exercise 2 - Time Series – Trend (Holt Model)



10 min

ABB wants to forecast demand for a piece of pollution-control equipment. A review of past sales, as shown below, indicates that an increasing trend is present:

Month (t)	Actual demand (Y_t)	Month (t)	Actual demand (Y_t)
1	12	6	21
2	17	7	31
3	20	8	28
4	19	9	36
5	24	10	-

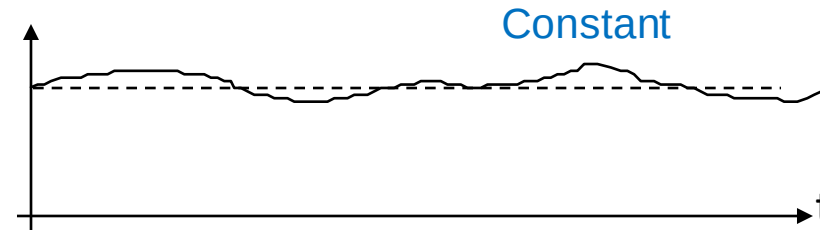
Smoothing constants are assigned the values of $\alpha = 0.2$ and $\beta = 0.4$. The firm assumes the initial base level (B_1) is 11 units and the trend over that period (T_1) is 2 units. Use Holt model to define the forecast for month 1 to 10.

Time Series Models

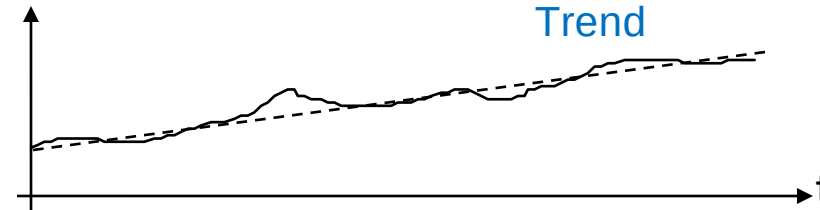


Time
Series

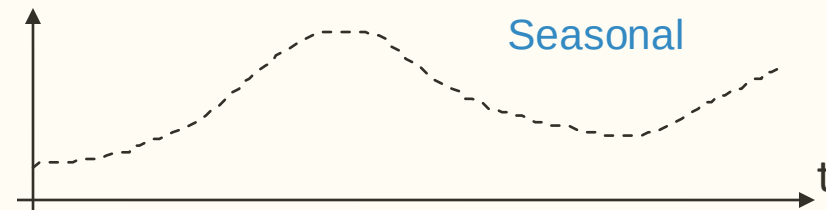
Stationary



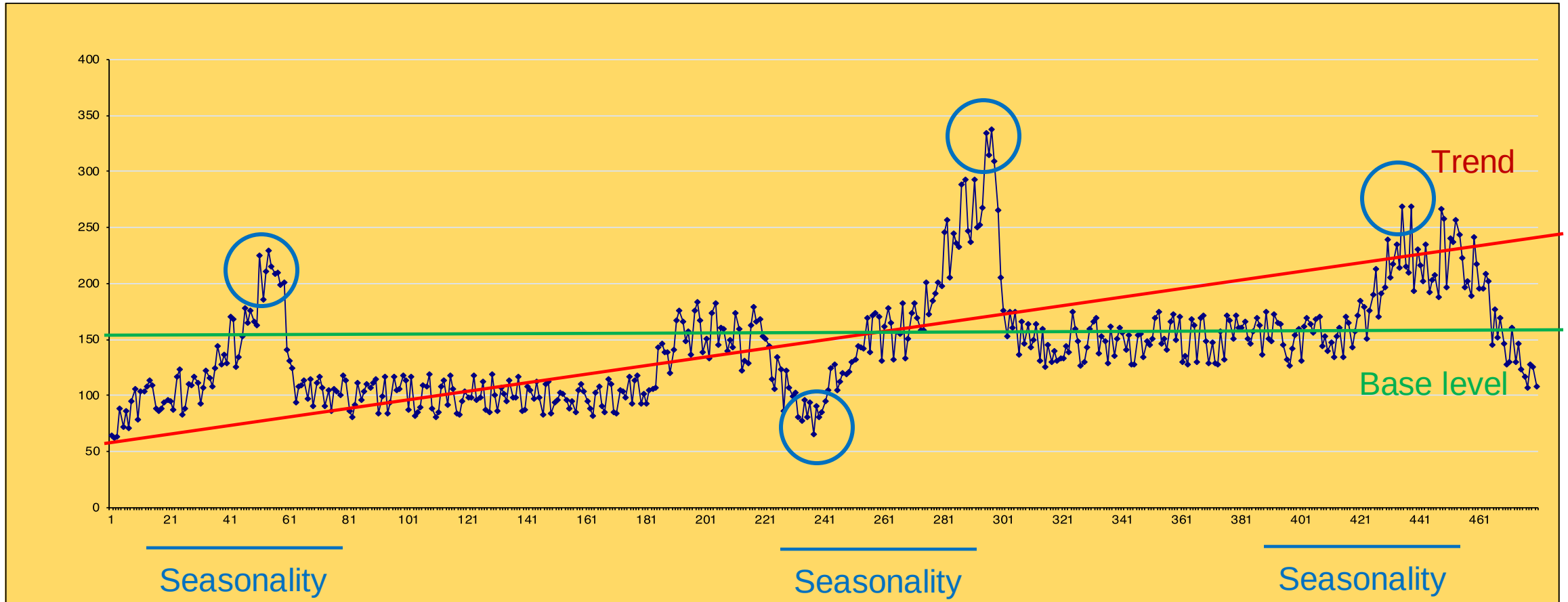
Trend



Trend
+
Seasonality

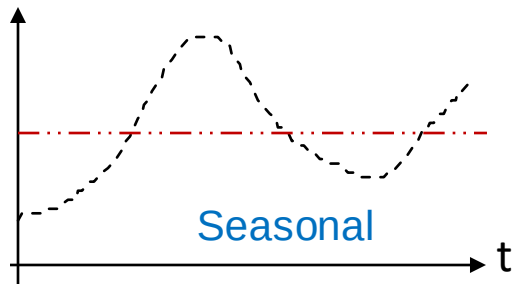


Time series – Seasonality



Seasonality: Any pattern that regularly repeats itself and is constant in length.

What Is Seasonality?



Seasonality: Regular repeating movements in series values that can be tied to recurring events

Examples:

- Daily (2x rush hours of traffic)
- Weekly (Netflix views at weekends)
- Monthly (Salary payments)
- Any other regular recurring patterns

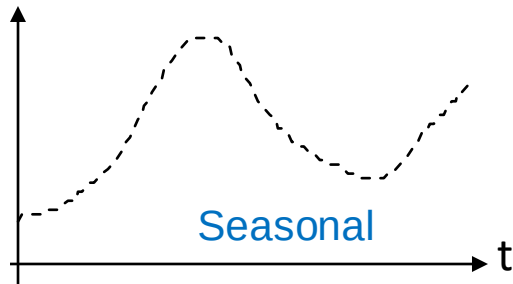
Characteristics:

- The period is fixed and unchanging
- Series are influenced by seasonal factors (Additive, Multiplicative)

Importance:

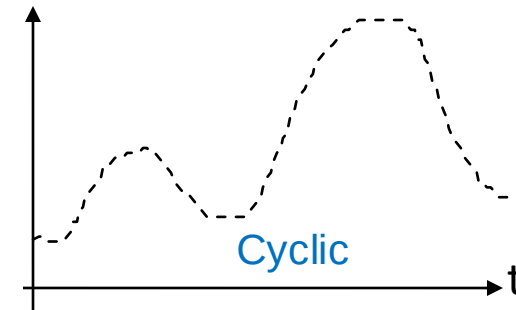
- In upfront planning; Capacity planning and scheduling (e.g: Retail)

Time series – Seasonality **vs** Cyclic pattern



Seasonality pattern

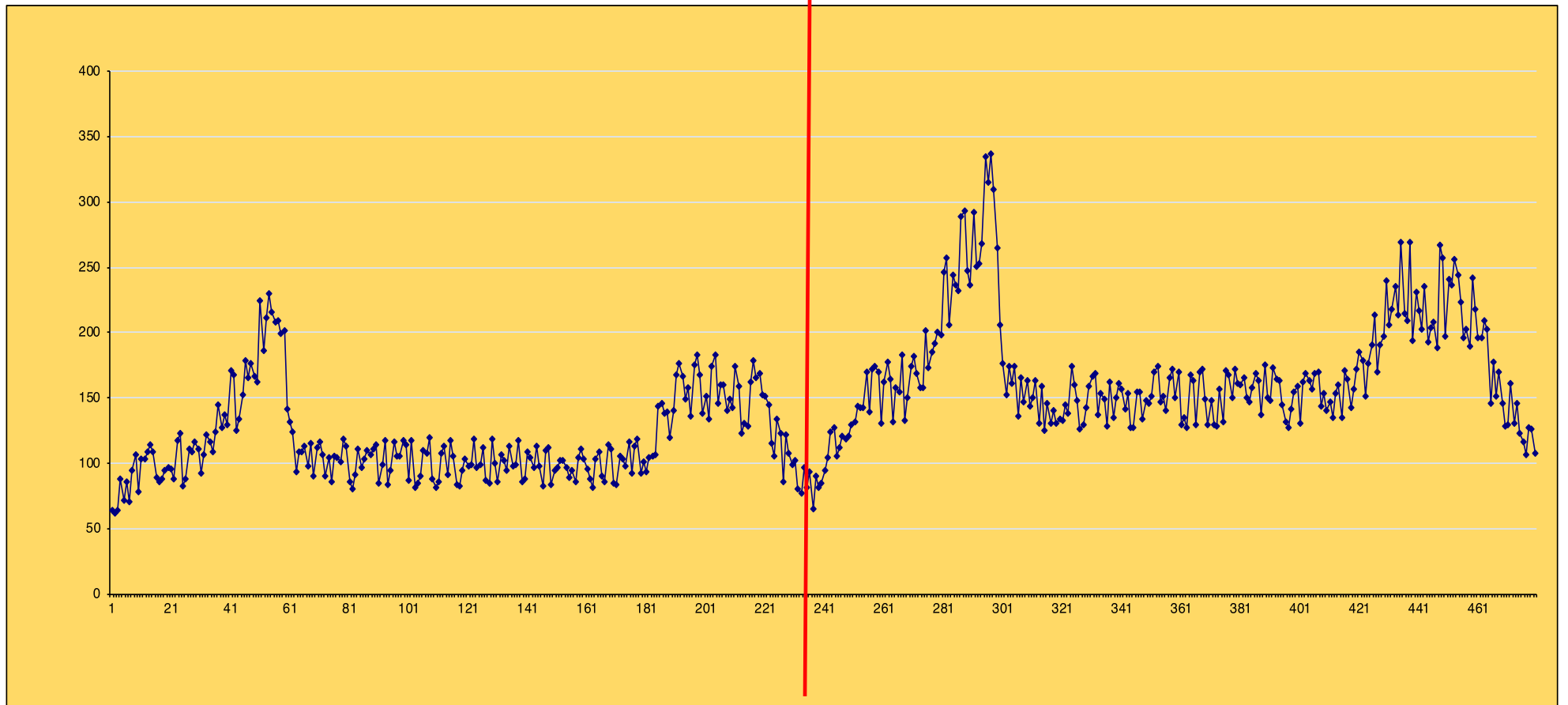
- The period is fixed and unchanging
- Series are influenced by seasonal factors
 - Day of the week/month
 - Week of the month
 - Quarter of the year



Cyclic pattern

- The period is NOT fixed and changing
- Current cycle is unknown beforehand
 - Business cycles
 - Economic recession
 - Inflation

Detecting Seasonality



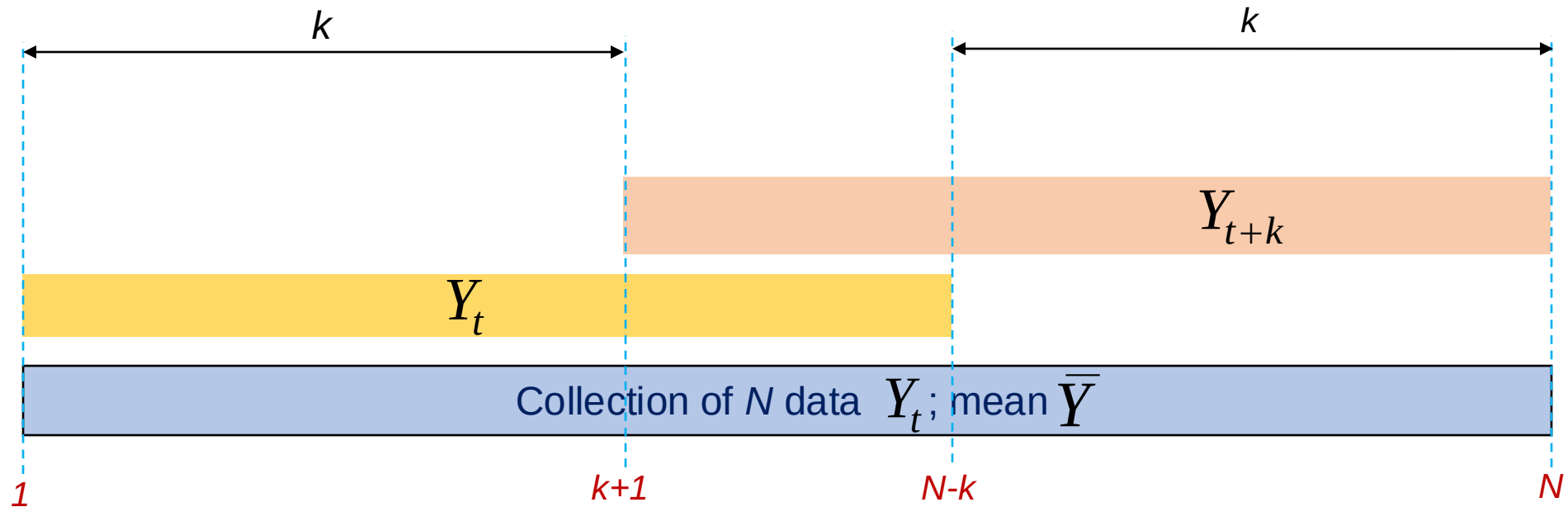
Question: Is it random or we have a real seasonal effect? – Autocorrelation Analysis Function (ACF)

Autocorrelation Analysis Function (ACF)

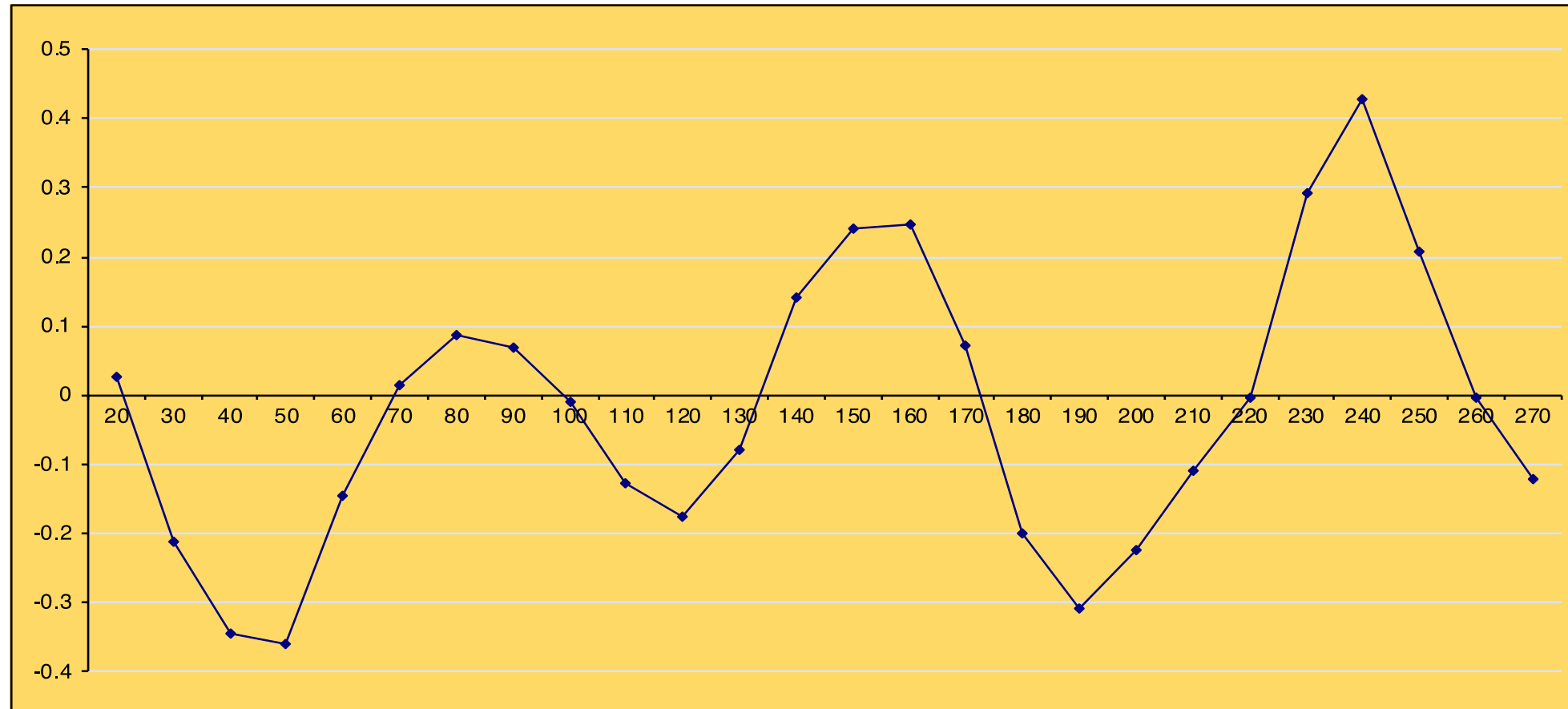
Auto-correlation coefficient $r_k = f(k)$

k : time lag (1, 2, 3, ..., N)

$$r_k = \frac{\sum_{t=1}^{N-k} (Y_t - \bar{Y})(Y_{t+k} - \bar{Y})}{\sum_{t=1}^N (Y_t - \bar{Y})^2}$$



Autocorrelation Analysis Function (ACF)



Exercise 1 - Time Series – Autocorrelation in Excel

Two following approaches;

$$r_k = \frac{\sum_{t=1}^{N-k} (Y_t - \bar{Y})(Y_{t+k} - \bar{Y})}{\sum_{t=1}^N (Y_t - \bar{Y})^2}$$

= build up the formula



= CORREL

Learning Points – Summary

- Types of quantitative models
- Casual models vs Time series vs Machine learning
- Time series – stationary models
- Time series – trend
- Time series – Seasonality detection

Assignment 4 – Tasks



15 min

- 1) Identify the demand typology for each product family (constant, cyclic, seasonal, with trend).
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Production Management (ME-419)

Coaching Rooms

Amin Kaboli

Week 4 – Session 4 – Oct 04th, 2024

Please Follow Your coaches to Your Designated Rooms

Coaches



Saria
GCA 330



Joao
GCA 331



Xavier
GRA 332

The Art of Giving and Receiving Effective Feedback



Feedback is a gift



Feedback/comments are
always welcome

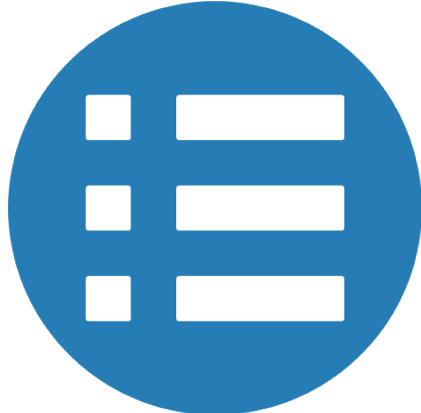
Giving Effective Feedback



Respectful

Ask for permission

May I share my observation



Fact-based

Share facts/ your feelings

What I observed/felt is that ...



Constructive

Stay focused on growth

What I suggest is that ...



Concise

Be to-the-point and short

Max three key points



Open

Be open to any reaction

I respect your feeling ...

Receiving Effective Feedback



Receive the gift

Be open and receptive

I appreciate your feedback



Listen

Listen to listen!

The goal is to listen not to answer, no interruption (zip it)



Understand

Focus on THE message

The goal is to understand, ask questions, clarify, repeat key points, ...



Decide

You always have a choice

Thank you, I have never seen it this way
OR
Thank you, let me reflect and get back to you?



Follow up

Reach a common understanding

There are many ways to follow up: revise the work, set up a meeting, ...