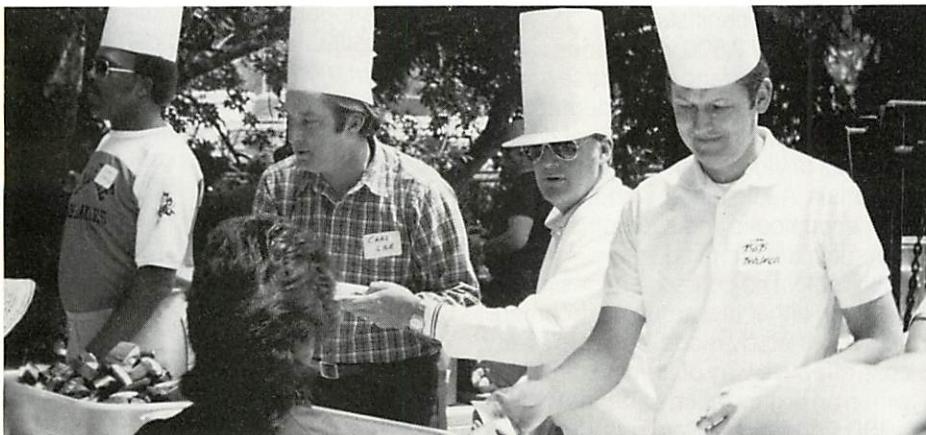


THE REPORT LDD

Memorex Large Disc Drive Division

Volume 1 Issue 3 June 1983



Senior managers acted as barbecue chefs at the division picnic.

LDDD Picnic A Rousing Success

LDDD employees welcomed a belated Spring at a division picnic at Blackberry Farm on May 7. So many tickets were distributed (4200)—that the location of the event had to be changed from Saratoga Springs, who catered the celebration at the larger Cupertino park.

Activities included volleyball, softball, tug-of-war, swimming, face-painting, and games for children. The most popular event was the dunk tank, where families and employees had the chance to plunge some of the top managers in the division into the cold water.



Jeff Bryant shivers after being plunged into the cold water of the dunk tank.

The purpose of the picnic, according to the planning committee chairman, Laura Lingen, Human Resources representative, was to thank LDDD employees for all their hard work.

Over 3300 employees, families, and friends showed their appreciation by doing their best to have a wonderful time.

"They were very good sports about it," said Nancy Donnelly, QA Test Manager, who was in charge of the tank activity. "The water was freezing, especially at 10 am when Wade Meyercord went in, but they all took it in good spirits. Everyone had a really good time dunking them, especially their wives. We had the chance to see them in a more casual environment."

Employees also enjoyed seeing their managers sweating over the barbecue pits, where they cooked chicken, ribs, and hot dogs for the crowd.

There were two bands, Spang-a-lang and Best of Both Worlds. Among those who enjoyed their music was Jeff Bryant (after he had dried off from being dunked, of course).

"Managing at LDDD" Seminars Offered

Two sessions of "Managing at LDDD" have already been completed, with four more planned throughout the year. The sessions, lasting three days each, are being held off-site and are designed for all managers. By the end of the sixth session, all 125 first- and second-level managers will have attended the seminar, which is being given by the division's senior managers.

The purpose of the seminar is to build cohesiveness among managers. Six of the division staff conduct a half-day session each. Following their initial presentation, the participants break into small groups to discuss the issues raised by the presenter. This format allows for interaction among managers at not only different levels but also from different departments.

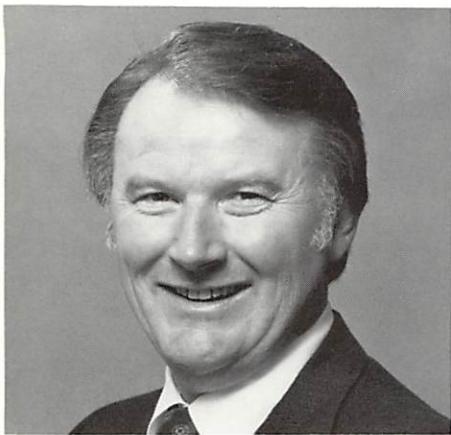
"We anticipate that the interaction will create a sense of trust and confidence among managers, which can only aid in developing a strong management team with a unified set of goals and sense of direction," says Lee Hunter, Manager of Management Development, who is serving as the consultant for the program.

The LDDD Report interviewed two members of the faculty to get their views on the seminar.



Bob Behlman, Manufacturing Manager, gives the opening session, with the topic, "Who Are We and What Do We Do?"

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Message from Jeff Bryant

The past month marked a number of significant milestones for our division.

We shipped our first 9494-10 disc drives to Tredyffrin for qualification on the Burroughs system on schedule. We enjoyed a great time at the division picnic—swimming, eating, dancing, playing and dunking. We completed our first production units for our 3680 subsystem and celebrated with a cake. More units have quickly followed them through assembly and are now in Final Test. We completed eight months in a row of achieving our production commitment for our current products.

We announced our new Employee Suggestion Program which we adopted from Burroughs, our parent company. I feel this can prove to be a very significant, positive step for L3D, and it depends now on how well we use and administer the program.

The keys are:

- high participation
- timely and thoughtful evaluations
- motivation to implement cost saving ideas.

All these are factors which we can control. It's up to us to make our own success!

LDDD

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Variety of Video Courses Available

by Mitzi Korb

Memorex Corporate ISD Educational Services has recently signed a contract with Advanced Systems Inc. (ASI) which allows us to provide in-house multi-media training for Memorex employees. The ASI courses are listed in our quarterly schedule of classes as "learner-paced" courses.

ASI's library consists of approximately 2,500 videotapes covering a wide range of courseware. We have access to these videotapes on a monthly rental basis. A typical course consists of videotapes and text materials. Audio tapes, workbooks, reference books and supplemental materials are supplied where applicable. The courses are designed to be given either in a group environment or in a self-study mode. They are a very cost-effective way of training people within an organization or department.

ISD Educational Services are making ASI courses available with two approaches. One is to designate certain

courses as available on a permanent basis. These are primarily data processing courses covering topics from MVS Concepts and Facilities and MVS/JCL, to the more advanced courseware on topics like Dump Analysis, CICS, IDMS, and Assembler Language Programming. A complete list of these courses is available from Educational Services. These courses are available to non-ISD personnel for \$22 per month.

The other method for making ASI courses available is to offer the ASI course catalog to other groups and departments. Courses may be ordered through Educational Services at our cost (\$61 per tape per month).

Copies of the product catalog are available from Educational Services. We also have audio-visual equipment for use in two locations: Building 10 and Building 3. (Reservations are required.) If you would like further information or to be placed on the mailing list, call Mitzi Korb, ISD Educational Services, X-3528.



PCB Meets 3680 Schedule

"Well Done!"

That was the message on the cake presented to PCB employees on April 26 by PCB Manager Bob King. Gene Ousterling, 3680 Manufacturing Operations Manager, and Bob Behlman, Manufacturing Manager, were on hand

to celebrate the completion of the PCBs for the first 3680 string.

"Employees put forth extra effort to meet this commitment," says Manager Bob King, "and we want them to know we appreciate it."



Language and Cultural Awareness Classes Offered

Two communication-improvement training programs for managers and employees are running concurrently in the division.

One, "Managing a Multicultural Workforce", is actually a two-part program. One phase of the program is the seminar for first-line managers. In these classes, participants learn about some of the cultural differences of non-native employees and are given the opportunity to discuss the communication problems and issues they face as managers of a multicultural workforce. Skills in dealing with these problems are presented, and participants practice the skills through role-playing and on-the-job assignments.

The second phase of the managers' program is for second- and third- level managers. The objectives of this half of the program are to increase the participants' awareness of the issues and problems that exist on the line, their understanding of the implications of these issues as they relate to company policies and practices, and to develop strategies for capitalizing on the positive features of a multicultural workforce.

The other training program being offered currently is "Language and Cultural Awareness for Non-native Employees". Three classes are running concurrently: one Basic and two Intermediate/Advanced, with an enrollment of twenty students in each.

The emphasis is on improving the participants' on-the-job communication skills. They learn, for example, work-related vocabulary; ways to ask questions and

offer suggestions; and American values concerning authority, evaluation, performance and mobility, as well as praise, recognition and criticism.

The ten-week classes for non-native employees will run through July, after which time a new series may be offered. Watch for announcements on the Education/Training bulletin boards.

LDDD Lexicon

Computer: an electronic device which receives input data, puts them into storage, operates on them according to a program, and outputs the result to the user.

CPU (Central Processing Unit): the heart of a computer. It contains the arithmetic and logic unit, the core memory, and the central unit, which directs and coordinates the operation of the computer and its peripheral units.

Memory: a device into which information can be introduced and stored for extraction by a computer when required.

Mainframe: sometimes refers to a computer's central processor, but is more frequently used to refer to any large computer, distinguishing it from a minicomputer or microcomputer.

Peripheral: a device under the control of the central processor. It may mean an input device, an output device, or a storage device.

Gallery of Stars June

Randy Adcock, M.R.B./ Procurement Q.E., QA (7 years)

"During the past year, Randy has become an essential part of the Procurement Quality Engineering effort. Randy's contributions in establishing, controlling and improving the Procurement Material Board Activities have been numerous."

Hashem Parvinian, E.C. Analyst, Materials (1 year)

"His positive attitude and energetic approach to 'doing it right the first time' have played a major role in the successful operation of his department."

Sheila Staton, 3680 HDA Assembly Supervisor, Manufacturing (13 years)

"She is the type of person who literally 'rolls up her sleeves' and gets into the middle of what needs to be done, from stocking the line and putting the product together to the leading and development of people and programs."

Debbie Stikes, Senior Software Consultant, Engineering (4 years)

"Debbie is a key employee within Final Systems Test Engineering. In addition to her systems work she makes herself available to participate in other projects.... She has displayed brilliance and imagination on a routine basis."

John Stoughton, Senior Recruiter, Corporate Employment (3 years)

"He has never failed to demonstrate consistency in displaying the characteristics that we consider integral to a Gallery of Stars nominee."

“Managing at LDDD”

continued from page 1

- Q. What is the goal of this part of the program?
- A. People get to know each other a little better, for one thing. The main purpose, though, is for people to take a look at the division and to think about the direction they want it to take.
- Q. What have been the results so far, from your point of view?
- A. I think they've been excellent. I think we, the senior management team, have become a more unified group, with a greater appreciation for each other. Also I've gained new insights from the groups which will help to improve my way of managing.
- Q. What do you hope these seminars will do for the LDDD?
- A. What I hope for most is that they will aid us in being more open and honest with each other. I would hope that ultimately every employee will feel comfortable enough to participate in the running of the company.



Clate Mills, Quality Assurance Manager, whose section deals with people management.

- Q. What do you emphasize in your presentation?
- A. My message is that “people make a difference”. People do their best when they’re happy with what they’re doing.
- Q. How does that relate to managing?
- A. It is a manager’s responsibility to make sure that his or her employees are achieving self-fulfillment in their jobs.
- Q. How can a manager do that?
- A. He or she can guide the employee in developing objectives that will be met in a self-fulfilling way. When a person achieves his goals, he or she is self-fulfilled.
- Q. How does employee self-fulfillment help the company?
- A. Organizational success follows personal fulfillment. That’s what I mean by “people make a difference.”



First- and second-level Managers at seminar



LDDD employees ran in the annual Memorex Fitness Run on May 21. Several were winners. Watch for complete results in the forthcoming Intercom.

ASK HR

When are we going to get the results of the 1983 Employee Opinion Survey?

You should be given a summary of the results during the latter part of the summer.

Then what will happen?

Action-planning sessions will be conducted between your group and your immediate manager.