

SUPERVISING WOMEN WORKERS

**Number One of a Series
of
Supervisory Training Films
For the
Office of Education**

Produced

by

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SUPERVISING WOMEN WORKERS

1. TITLE

UNITED STATES OFFICE OF EDUCATION

TRAINING FILM

(Over Federal Security Agency Seal)

DISSOLVE TO

2. TITLE

Produced by

DIVISION OF VISUAL AIDS

U. S. OFFICE OF EDUCATION

J. W. STUDEBACKER, COMMISSIONER

Federal Security Agency

Paul V. McNutt, Administrator

DISSOLVE TO

3. TITLE

PROBLEMS IN SUPERVISION

SUPERVISING WOMEN WORKERS

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By Herbert Kerkow

FADE OUT

FADE IN

SUPERVISING WOMEN WORKERS

4. STOCK SHOT FACTORY DAY

Pan down smoke stacks to factory building.

DISSOLVE TO

5. MEDIUM SHOT FACTORY INTERIOR

Joe Haley, foreman, his hat on the back of his head, and Frank Brooks, plant manager, gray-haired, wise in the ways of men and machines. On the wall are production charts and personnel records, but most prominent are the distinctive graphs of industrial plants.

BROOKS

Well, Joe Haley, there is one thing
I'll say for you, you've done a good job.

CUT TO

6. TWO SHOT BROOKS OVER HALLEY'S SHOULDER

BROOKS

You know how to handle men and you
know how to keep the line moving.

JOE

Thanks, Mr. Brooks.

BROOKS

You work hard, Joe, You're a good foreman.

Brooks looks out window.

CUT TO

7. WUJ. HIGH ANGLE FACTORY YARD

Women workers are jostling their way to the factory entrance.

7. Continued

BROOKS

Yes, women workers do present problems, Joe. It's tough, I know, but there's thousands of others just like you all over the country facing the same problem. Pretty generally.

CUT TO

8. TWO SHOT HALCY OVER BROOKS' SHOULDER

BROOKS

You'll all find about the same answer.

JOE

I know most of the answers - as far as men are concerned.

CUT TO

9. TWO SHOT BROOKS OVER HALCY'S SHOULDER

BROOKS

I think we can say that the broad principles involved in supervising men apply equally well in the case of women.

CUT TO

10. MEDIUM SHOT HALCY AND BROOKS

JOE

That ain't what I learned about women.

Brooks smiles at Joe's depression.

CUT TO

11. MEDIUM TWO SHOT BROOKS OVER HALCY'S SHOULDER

BROOKS

There are some new and different problems, Joe, I'll admit that.

11. Continued.

JOE

Women scare me - at least they do
in a factory.

BROOKS

Well, amaybe the women are scared,
too, Joe. Let's see

DISSOLVE TO

12. MEDIUM C.U. SHOP

Women workers are inspecting various machines.

BROOKS' VOICE

Most of them are working on their first

CUT TO

13. MEDIUM SHOT BENCH

A girl is examining a collection of tools.

BROOKS' VOICE

industrial job, Joe. It's

CUT TO

14. MEDIUM SHOT BLUE PRINT

Two girls are standing before a blue print.

BROOKS' VOICE

a totally unfamiliar world.

CUT TO

15. MEDIUM SHOT BENCH

Girl places piece of work in magnetic chuck and starts surfaces
grinder, forgetting to turn on chuck and securing work.

CUT TO

16. CLOSE UP

Piece flies from chuck, startling girl.

DISSOLVE TO

17. OFFICE INTERIOR

BROOKS AND HALCY AT DESK.

BROOKS

You see, they are not naturally familiar with mechanical principles - or machines. Why even the language applying to common processes and tools is new to them.

JOE

It must sound like double talk to them.

CUT TO

18. LONG SHOT

GROUP AND INSTRUCTOR

INSTRUCTOR

Now, if anybody wants a flamsman, give with the double left-handed jerry wrench, on account of it might sosbobulate the orange crate with a toroid. On the other hand, if a spanflam is wanted, that's single right-handed, provided

CUT TO

19. MEDIUM SHOT

Girls in overalls listening to oversoulder instructor.

INSTRUCTOR

the pressing vuncture is adjusted to the conkront of thirty-two seven-eighths. Is that clear?

CUT TO

20. MEDIUM SHOT

THREE GIRLS

Looking wuzzled.

CUT TO

21. MEDIUM SHOT

Brooks at desk seen over Haley's shoulder.

BROOKS

I know, Joe. It takes time to make them feel at home, but it can be done.

JOE

You talk like a man who knows women.

BROOKS

We'll see, Joe, we'll see. You know, women workers can be surprisingly good producers and it helps a lot to get them off to a good start.

DISSOLVE TO

22. MEDIUM SHOT INSTRUCTOR AND TWO GIRLS

They are watching their instructor as he explains the tools on the bench before them.

BROOKS' VOICE

When breaking in any new worker and, of course, especially women, you've got to explain every angle of the process down to the last detail.

CUT TO

23. TWO SHOT INSTRUCTOR AND WORKER

Instructor is explaining the drill press to a woman worker.

BROOKS' VOICE

And since most of them lack mechanical background, you've got to study every job and subdivide

CUT TO

24. C. U. SAME AS 23

24. Continued

BROOKS' VOICE

it into simple operating steps.

CUT TO

25. GROUP SHOT AT ANOTHER BENCH

The instructor is carefully pointing out each object.

BROOKS' VOICE

It's a good idea not to use trade terms except, of course, where we must, and then explain in plain language exactly what such terms mean.

CUT TO

26. CLOSE UP INSTRUCTOR

We see him adjust the pliers and put it in the hand of the woman worker.

BROOKS' VOICE

And no matter what the job, he fits the tools and the work arrangements to suit the worker.

CUT TO

27. MEDIUM C.U. WOMAN'S HANDS

putting small parts together with tweezers.

CUT TO

28. CLOSE UP WOMAN'S HANDS

BROOKS' VOICE

Women workers

CUT TO

29. C. U. HANDS

Working on assembling a small motor.

BROOKS' VOICE

don't mind the routing

CUT TO

30. C. U. HANDS

different angle, working on assembling a small motor.

BROOKS' VOICE

repetitive work and they're particularly
good on work that requires high finger

CUT TO

31. MEDIUM SHOT GIRL

Inspecting small parts.

BROOKS' VOICE

dexterity or an unusual sense of
accuracy.

CUT TO

32. MEDIUM SHOT WOMEN INSPECTING MACHINE

BROOKS' VOICE

The inspection foreman did a good job
of breaking in those girls.

DISSOLVE TO

33. MEDIUM TWO SHOT ON JOE OVER BROOKS' SHOULDER

BROOKS

He remembered that what's old stuff
to you and me is brand new to them.

33. Continued.

JOE (smiling)

I was just thinking what a dub I'd be doing something that's old stuff to my wife but new to me -- like baking a pie.

LAP DISSOLVE TO

34. C. U. HANDS

Woman's hands are cutting apples.

35. MEDIUM C. U. MOLLY NIGHT

CUT TO

36. LONG SHOT KITCHEN

Joe cutting on his tie.

MOLLY

How did it go today, Joe?

JOE

Oh, all right.

MOLLY

You're troubled about something?

JOE

Everything went all right, Molly, but you know I had

CUT TO

37. MEDIUM SHOT MOLLY

Cutting apples.

JOE

seven requests for time off. I guess women don't realize what it means to stick on the job.

37. Continued.

MOLLY

Maybe they don't.

JOE'S VOICE

How was your day?

MOLLY

Oh, pretty quiet. I did the washing this morning, and cleaned the house. Took Junior to the dentist's and did the shopping.

She glances at Joe with a quizzical look in her eye.

MOLLY

Put up sixteen jars of jam this afternoon, and then went to work on Junior's clothes.

CUT TO

38. MEDIUM LONG SHOT JOE OVER MOLLY'S SHOULDER

He listens to his wife and his troubles fall away. Molly isn't complaining, she's telling Joe something important and he's getting it.

MOLLY

Joe, I'm sorry supper's late.

Joe grins and nods his head.

JOE

Nice going, old lady.

39. CLOSE UP JOE AND MOLLY

He moves in to his wife and puts his arms around her.

JOE

You know, Molly, I've been thinking --

MOLLY

Yes, Joe?

JOE

Maybe some of these women and girls coming into the plant -- maybe they have home responsibilities, too.

39. Continued.

MOLLY

Could be.

JOE

Maybe they need time off perhaps. I could rearrange their work schedules.

MOLLY

They'd like that. So many of them have two jobs, Joe -- one in the home, one in the plant.

JOE

Gee, I'm glad I thought of that.

MOLLY (dutifully)

Yes, dear.

FADE OUT

FADE IN

40. MEDIUM SHOT BROOKS OFFICE DAY

Joe is busily writing across the desk from where Brooks sits when Brooks enters.

BROOKS

Morning, Joe.

JOE

Good morning, Mr. Brooks

BROOKS

How go the ladies?

JOE

As a matter of fact, I was just jotting down a few points on that subject from this manual of yours. Why?

41. TWO SHOT BROOKS AND JOE

He picks up the manual and thumbs through it.

41. Continued

BROOKS (reading out loud)

Women are individualistic by nature and are apt to make a personal application of any action, rule or regulation.

JOE

You're telling me.

BROOKS (reading on)

The supervisor should scrupulously avoid spending too much time with any individual woman worker - holding everyone to the same standards of performance and avoiding

CUT TO

42. TWO SHOT JOE OVER BROOKS' SHOULDER

BROOKS

any appearance of favoritism.

JOE

That's a neat trick if you can do it.

43. MEDIUM TWO SHOT BROOKS AND JOE

Brooks puts the manual aside.

BROOKS

Joe, this all boils down to four things to remember: one, don't mix pleasure with business; two, woman can be awfully jealous of

CUT TO

44. TWO SHOT JOE AND BROOKS

BROOKS

each other; three, avoid undue familiarity, and finally, women are more sensitive than men.

44. Continued.

JOE

I'll say they're sensitive. Why, only yesterday, after I was talking with you, I saw a foreman take it right on the chin when he caught a girl working on her drill press without her safety cap on.

CUT TO

45. MEDIUM SHOT

DRILL PRESS

Mary is busy at work drilling castings. She is not wearing a cap and as she leans over watching the drills biting into the castings, her hair comes dangerously close to the pulleys driving the drill head. Foreman comes into the scene and we pan up to include both in frame.

FOREMAN

Mary, you're supposed to wear a cap when you're working near a drill press.

MARY

Why pick on me? The other girls aren't wearing their caps.

FOREMAN

(A little belligerently) Look, the rule book says wear a safety cap.

CUT TO

46. C. U.

MARY

Very angry - putting on the cap.

FOREMAN'S VOICE

So, put the cap on.

CUT TO

47. BROOKS' OFFICE

BROOKS OVER JOE'S SHOULDER

JOE

There, you see what I mean? They give you an argument and a crazy one at that.

47. Continued.

BROOKS

(Smiling) Yes. A man probably would have kept the argument about himself and not trapped the foreman the way she did.

CUT TO

48. MEDIUM SHOT HALY OVER BROOKS' SHOULDER

JOE

What do you mean, trapped him?

BROOKS

Bless their souls, but it's an old stunt, Joe. You go after a woman worker on one point and she switches the issue.

JOE

Why limit it to women workers?

BROOKS

Now, the issue was ---

CUT TO

49. TWO SHOT BROOKS AND JOE

BROOKS

why wasn't she wearing a cap -- she switched him over to the fact that the other girls didn't wear them and all he did was to stand on his dignity -- a bit stuffily I might say. Now, if she'd been a man, he would not have laid down a safety rule so arbitrarily. You know, Joe, you've got to tell them the why of any rule and particularly women. Now suppose he had handled it this way.

CUT TO

50. MEDIUM SHOT DRILL PRESS

Mary is at work at her press, drilling castings as before.

FOREMAN

(As he demonstrates) Mary, your hair is just about two inches from this drill press. That's why we ask you to wear this cap -- so that your hair doesn't get caught. Safety rules are here to help protect you and other girls ~~xxxx~~ working around you.

MARY

Well, gee. I saw all the other girls not wearing any caps.

FOREMAN

That's right, but they are not working with machines. They sit at a bench and just assemble things. Nothing dangerous to them or people nearby.

MARY

You know I never thought of it that way before.

FOREMAN

You have your cap with you, haven't you?

MARY

Yes. O.K., I get it. (as she reaches in the pocket of her jumpers and puts it on.)

CUT TO

51. TWO SHOT BROOKS' OFFICE

BROOKS

A foreman'll always have the eternal feminine to contend with, Joe.

DISSOLVE TO

52. TWO SHOT WOMAN OVER GIRL'S SHOULDER

BROOKS' VOICE

You know, jealousy can cause you no end of trouble --

CUT TO

53. C. U. FOREMAN

BROOKS' VOICE

avoid spending any more time with one than
with another --

CUT TO

54. MEDIUM SHOT GIRLS LOOK JEALOUS

BROOKS' VOICE

treat them all the same -- pleasantly and
friendly, but with no favoritism and
avoid undue familiarity.

DISSOLVE TO

55. TWO SHOT BROOKS AND JOE

BROOKS

Watch the little things, Joe. The eternal
feminine is very conscious of them.

CUT TO

56. MEDIUM C. U. JOE AND BROOKS

BROOKS

And finally, I don't have to tell you not
to mix pleasure with business.

CUT TO

57. C. U. BROOKS

BROOKS

To all the rules in handling women, one
more -- act quickly so a situation never
gets under way. Remember, Joe, we
couldn't have won this

CUT TO

58. CLOSE UP LAPEL

In the buttonhole of his lapel is an Army-Navy "W" insignia.

BROOKS' VOICE

(points to his lapel) without the help of the women
in this plant.

FADE OUT

59. TITLE

THE END

U. S. OFFICE OF EDUCATION TRAINING FILM

A Herbert Kerkow Production

DISSOLVE TO

60. TITLE

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