

Leadership



preparing **your people** to **lead initiatives**, and others, through knowledge transfer and mentoring of safety, system, and resource growth topics

WORKSHOPS

TRANSFER METHODOLOGIES

Instructional Certification Program (ICP)SM

Instructor Certification Program (ICP)SM is a 3-day workshop that gives instructors the ability to effectively transfer knowledge to adult learners. ICP helps instructors understand the importance of training, the instructional competencies they should practice, and how those instructional competencies provide a solid learning environment. (2.4 CEU credits)

Each Polytron ICP student makes a presentation and is provided with a videotape and written critique of his or her instructional presentation.

M.E.N.T.O.R.SM

M.E.N.T.O.R.SM is a 4-hour workshop that gives first line Supervisors the ability to transfer knowledge using coaching and mentoring opportunities. The workshop provides first line supervisors with a proven mentor and questioning skills process that work together to build good relationships that foster knowledge transfer and troubleshooting. (.4 CEU credits)

Instructional Design Workshop (IDP)SM

Instructional Design Program (IDP)SM is a 3-day workshop that provides internal instructors and subject matter experts with the skills to develop instructional workshops in-house. Students will gain an understanding of instructional design theory and course development processes. (2.4 CEU credits)

Each Polytron IDP student designs and writes a learning unit and is provided with a written critique of his or her instructional project.

LEADERSHIP SKILLS

Effective Meetings

This workshop gives facilitators both the confidence and tools to effectively manage both internal and client field meetings. It focuses on consistency in meeting planning and facilitation while providing the new facilitator with an opportunity to apply the lessons learned in a supportive environment. (.4 CEU credits)

Students walk away with tools ready for immediate use for their next meeting.

Communication for Team Success

Communication for Team Success is a 4-hour workshop that stresses the value of good communication throughout the facility. Students will discuss the function of team mentality in the workplace, identify the challenges that arise from inconsistent and poor communication, and practice techniques for effective communication based on the personality and behavior of the speaker and the listener. (.4 CEU credits)

Vertical Start-Up Best Practices: A Start-Up Manager's Workshop

In the manufacturing environment, planning, installing, and verifying new plant equipment or packaging lines has its challenges, but starting up major industrial plant equipment for the first time can be particularly troublesome. However, it doesn't have to be. This 3-day workshop is designed to prepare start-up managers and their planning team to develop a strategy that will ensure success. In this working session, we will discuss industry standards, best practices, and general guidelines to develop a customized plan that includes the tools and roadmap for a successful start-up from beginning to end. (2.4 CEU credits)

Each student participates in developing a customized start-up plan and receives a CD of planning tool and templates.