

Team Performance



preparing *your teams* to **operate, maintain, and troubleshoot** to increase system performance through vendor and client training and “at-the-line” technical instruction and support

WORKSHOPS

PERFORMANCE CONSULTING

6-Step Line Audit (How to Perform a Weekly Audit in 6 Easy Steps)

This 4-hour line assessment workshop presents a basic technique to complete a quick, once-a-week, line assessment that positively impacts equipment effectiveness (OEE). Trainees use the steps to identify the important items to look for when performing a line assessment. (.4 CEU credits)

Students walk away with tools to immediately perform a high-level line audit.

Line Basics

In 4-hours, Line Basics introduces operators to the fundamentals of how packaging lines operate (coupled, decoupled, V-lines), how PLC control impacts unit-to-unit communication as well as Input (photo-eyes, proximity switches, motors) and Output devices (gates, diverts, merges, motors). Operators gain a deeper understanding of how their decisions (speed up/slow down equipment) impact the overall efficiencies of the line. (.4 CEU credits)

Human Machine Interface (HMI) Basics

Designed for the operator new to human machine interface technology, this 4-hour workshop covers basic screen navigation, the impact of human interaction with the HMI on line operation, and best practices for reviewing critical operating information on screens (alarms, zone detail, and history). Operators will learn the basics in a safe environment and then demonstrate their knowledge at the line. (.4 CEU credits)

TROUBLESHOOTING

D.I.R.T. Troubleshooting SM

D.I.R.T. SM Troubleshooting can provide your personnel (Management, Leads, Operators, Maintenance, Electrical & Controls & Automation Technicians) with the ability to effectively, consistently, and efficiently troubleshoot problems. Using real-world problems, in 4-hours, your staff learns the process of defining, isolating, remedying, and testing solutions to problems they encounter. (.4 CEU credits)

Job Aid Development

This 2-day workshop provides operators, maintenance, or technical subject matter experts with the basic tools, skills, and knowledge required to observe and document processes or procedures, and to create and validate effective visually focused job aids. (1.6 CEU credits)

Students spend a ½ day in instruction and a ½ day developing and validating their own job aid each day.

“I used to hate giving safety meetings almost as much as everyone in my department hated attending. Now we almost look forward to them. Instead of just standing around and reading the material, I’ve learned to have a handout for everyone and to provide some interesting bits of information we didn’t know before. How decibels affect hearing loss for example, instead of just reading the PPE to wear hearing protectors. I’ve also learned to ask questions. When the group knows I am going to do this, they really pay much more attention.”

Operator/Maintenance Team Leader

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SERVICES

PERFORMANCE SUPPORT

Vendor Training Management

Vendor Training Management defines customer training requirements, handles assessment and certification services, develops and executes Request For Quotes (RFQs), creates and manages training schedules, and monitors and evaluates trainers and the training process to ensure that technology transfer of all project equipment knowledge is accomplished in an effective and timely manner.

Training Delivery

Training Delivery provides the client with a certified instructor who understands the importance of consistency in training, practices instructional competencies, and knows how to study, plan, and hold an effective training event for adult learners. Each Polytron instructor is ICP certified and practices Polytron Learning Model adult learning theories and methods, capable of learning and presenting your content.

Standard Operating Procedures

Standard Operating Procedures (SOPs), a technical documentation tool, provide a detailed description of commonly used procedures. Easy to follow SOP formatting provides effective details of the steps, potential questions that may arise, and linear flowcharts to assist in completing a specific task.

Job Aids

Job Aids are a quick reference tool for use during daily operations, providing a storage place for information used when performing a task. A job aid provides the performer with visual signals that offer directions for carrying out steps of a task. Job Aids can be developed as hard-copy documents, laminated, or in electronic or Computer Based Learning Object format.

Assessment Development Services

Assessment Development Services provide an evaluation of knowledge and ability that bring confidence and closure to the training experience. Developed to map directly to the training objectives and content, pre-assessments determine what is known versus what is unknown. Post-assessments verify the transfer of knowledge has taken place. Final certification confirms ability.

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Course Development

Course Development uses effective instructional design techniques to develop course content that effectively supports the trainer, the student, and the client during the learning event. Using learning objectives that map directly to the client’s business plan, effective training content, learning exercises, and instructional guidelines enhance the transfer of knowledge.

Needs Analysis Services

Needs Analysis Services, or Needs Assessment, is an overall look at a system or organization to evaluate current or desired performance levels. Needs Assessment provides a complete overview of the targeted system or area to identify the possible shortcomings, and presents the goals, gaps, and possible solutions.

Job Task Analysis

Job Task Analysis takes the Needs Analysis overview and describes in a sequential order those observable and measurable behaviors a jobholder performs during the execution of specific tasks. Job Task Analysis provides a position description for each job and list essential roles, skills, and tasks. All information is presented in a user-friendly matrix that forms the basis for the performance assessments and the individual training plans/learning paths.

“I want to say thank you to my Polytron Family for setting our vendors up for success! Using a training manual set in training chapters as requested, a pre-assessment, a post assessment and a written checklist for knowledge, plus setup sheets saved the day! A new guy was able to successfully train the equipment – he did a very good job, stuck to the manual, and we started up that equipment without a hitch! I cannot say thank you enough, without these standards I know he would have been lost and consequently, so would our employees. Your system works and this is yet another reason why I insist on having your services during a line modification or new line startup!”

Training and Technology Integration, National Winery