

## Leadership



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

### WORKSHOPS

#### Instructional Certification Program (ICP)<sup>SM</sup>

Instructor Certification Program (ICP)<sup>SM</sup> 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.<sup>SM</sup>

M.E.N.T.O.R.<sup>SM</sup> 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)

#### 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. This 3-day workshop is designed to prepare start-up managers and their planning team to develop a strategy that will ensure success. 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.

### SERVICES

#### Training Project Management

Training Project Management allows us to act as your offsite training manager, managing training project integration, scope, schedule, budget, quality, resources, communication, risks, procurement and stakeholders. This includes identifying training objectives, planning project execution, coordinating training materials and events, controlling communication, schedules, and budgets and ensuring project closeout at the end of training events.

#### 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.

#### Technology Transfer Needs Analysis Services

Technology Transfer 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.