



## WORKFORCE DEVELOPMENT AND TRAINING

# 2016 Brochure

### Workshops and Services



**Leadership**



**Team  
Performance**



**Continuous  
Improvement**

We know that the level of efficiency of your operation is determined by the level of excellence of your people. We understand that one of your greatest assets is your people. The Polytron difference ensures you receive continuity of performance in your plant by connecting your process, people and performance.

**Our Mission:** To increase the performance of your people using classroom, plant floor, on-the-job and computer-based, Just-in-Time (JIT) training. Partner with Polytron to develop a strategy of proven adult learning methodologies to ***Put Performance in the Hands of Your People.***



## Leadership

### WORKSHOPS

- Instructional Certification Workshop (ICP) <sup>SM</sup>
- M.E.N.T.O.R. <sup>SM</sup>
- Communication for Team Success
- Vertical Start-up Manager

### SERVICES

- Training Project Management
- Vendor Training Management
- Technology Transfer Needs Analysis



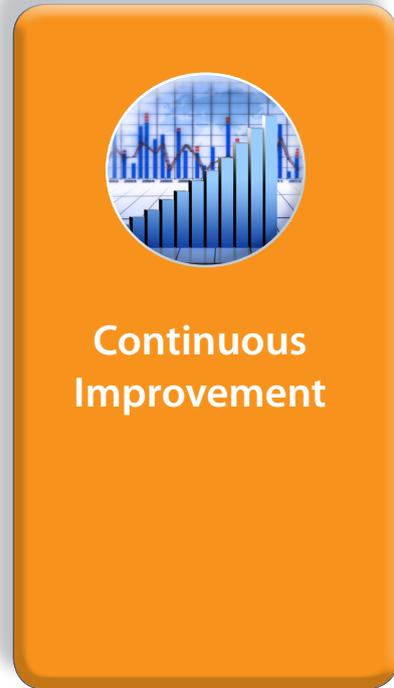
## Team Performance

### WORKSHOPS

- 6-Step Line Assessment
- Human Machine Interface (HMI) Basics
- D.I.R.T. Troubleshooting <sup>SM</sup>
- Job Aid Development
- LOTO

### SERVICES

- Job Task Analysis
- Training Delivery
- Course Development
- Job Aids
- Standard Operating Procedures
- Assessment Development
- Vendor Monitoring



## Continuous Improvement

### WORKSHOPS

- Job Hazard Analysis (JHA)
- GHS Level 1: Classification and Labeling of Chemicals
- GHS Level 2: Making the Transition to GHS
- Machine Safety Basics
- Machine Risk Assessment

### SERVICES

- Computer-Based Learning Object
- Change Over Coordination and Validation

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## 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.

## 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

#### 6-Step Line Assessment (How to Perform a Weekly Assessment 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. Line Basics introduces operators to the fundamentals of how packaging lines operate, how PLC control impacts unit-to-unit communication as well as Input and Output devices. Operators gain a deeper understanding of how their decisions impact the overall efficiencies of the line. (.4 CEU credits)

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

#### 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)

#### D.I.R.T. Troubleshooting <sup>SM</sup>

D.I.R.T. <sup>SM</sup> 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.

#### Lockout-Tagout (LOTO) Energy Control Program Training

Lockout-Tagout (LOTO) Energy Control Program Training is a hands-on workshop focusing on LOTO standards, components, documentation, application and recovery for a comprehensive energy control program as identified in OSHA 1910.147. This 4 hour training is critical for safety managers, employees who service or maintain equipment, operators and employees who work in areas where LOTO is being performed. (.4 CEU credits)

*“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

##### Job Task and Skills Gap Analysis

Job Task and Skills Gap 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 and Skills Gap 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.

##### 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.

##### 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.

##### 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.

##### 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.

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### SERVICES

#### Assessment Development

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.

#### Vendor Monitoring

This service helps ensure that you are aware of the effectiveness of the vendors training event and the level to which the trainers are successful in transferring his/her knowledge to the trainees. Vendor Monitoring includes two main benefits: Classroom Support for SMEs who are not proficient in knowledge transfer or training events and Training Evaluation so that the SMEs can receive specific feedback on their strengths and challenges with recommendation for improvement.

*“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*



## Continuous Improvement



performance enhancement for *your resources* through incremental improvement and point-of-need, ILT workshops, and web-based reference material.

### WORKSHOPS

#### Job Hazard Analysis (JHA)

Your team will learn about job safety awareness and how to conduct a job safety assessment using the Polytron JHA Form (or using client form). In 4-hours, students will walk through an assessment which includes conducting observations to identify limitations associated with tasks performed, followed by hazard identification and evaluation based on the level of risk for each hazard. (.4 CEU credits)

#### GHS Level 1: Classification and Labeling of Chemicals

This is the first of two workshops designed to prepare your company and employees for the Globally Harmonized System (GHS) classification and labeling of chemicals. This 2-hour workshop meets OSHA's training requirement of communicating updates in chemical labeling and safety data sheets to plant personnel. Employees will quickly recognize and interpret the information on labels and safety data sheets to respond appropriately and safely to chemical hazards in their work environment. (.2 CEU credits)

#### GHS Level 2: Making the Transition to GHS

This is the second of two workshops designed to prepare your company and employees to meet OSHA's requirements for GHS. This 4-hour workshop communicates the new requirements for GHS, provides guidance for creating a transition plan, and supplies chemical tracking and training templates to help you transition to GHS to meet OSHA's timeline for compliance. (.4 CEU credits).

*Students walk away with templates for tracking chemical update requirements.*

#### Machine Safety Workshop

Machine Safety Workshop SM is a 2-day workshop that provides Line Leads, Operators, and Mechanics with the basic fundamentals of machine guarding. Upon completion of this workshop, your staff will be able to describe requirements for safe guarding, reference standards ANSI B11 and ISO 13849-1 best practices, perform stop time measurements, review guarding technologies and applications, and complete a machine safety assessment. (1.6 CEU credits)

#### Machine Risk Assessment

Risk Assessment Workshop SM is a 3-day workshop that gives Line Leads, Mechanics, and Supervisors the ability to perform an internal Risk Assessment. The workshop provides first line supervisors with process that leverages ANSI B11, ISO 13849-1 and ISO 12100 Standards Best Practices. Using real-world examples, and on-site, at-line activities, your staff makes use of Risk Assessment and Machine Safety forms to identify machines hazards, perform a risk assessment and present findings for leverage mitigation techniques on existing facility equipment. (2.4 CEU credits)

*Training includes instruction and completing a Risk Assessment.*

*"The Wonderful Halos plant has been considered one of the best in class within our sister companies due to the focus we have on developing our workforce and continuously improve. The team (both hourly and salary) has demonstrated great adherence to what we were taught during Polytron (Job Aid Development, ICP, and M.E.N.T.O.R) Workshops, keeping our training materials up to date, increasing training efficiency due to the development of subject matter experts and documentation of best practices and one point lessons shared across the plan. I truly recommend Polytron's expertise to make this happen."*

*Sr. Production Manager, Wonderful Halos*

## Continuous Improvement



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### SERVICES

#### Computer-Based Learning Objects

A Learning Object is a standalone instructional component that can be used in a variety of ways to support learning and job performance. Typically delivered electronically, these media-rich building blocks often provide unique benefits over their more traditional counterparts. Using modularized learning objects in your training environment makes it possible to schedule training more flexibly and provide opportunities for independent learning.

#### Changeover Coordination & Validation

Changeover Coordination and Validation helps ensure the changeover process is completed efficiently so that materials, and resources - both human and physical - are utilized to their maximum potential. This service identifies key components of the changeover process by applying a standardized methodology to complex concepts and functions, by breaking them down into manageable components. A Polytron resource is placed onsite to manage the coordination efforts.

#### Process Mapping

Process mapping is a tool that visually illustrates how a specific task is accomplished and a communications tool that assists in managing a process. Process Maps define the inputs, outputs, activities and decision points. Illustrating a process is necessary to identify the efficiencies and effectiveness needed to improve productivity. Additionally and provides a visual representation to enhance understanding and serve as the improvement starting point.

*With the interactive "Computer-Based Just-in-Time training" provided by your company and rolled out across multiple locations, I was told by some of our plants that they learned more from "Polytron interactive training" than they learned from all the other trainings combined (including one given by me)...*

*Director of Controls Engineering, Major Beverage Company*

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