



WORKFORCE DEVELOPMENT AND TRAINING

2018 Brochure



Leadership

WORKSHOPS

- Instructional Certification WorkshopSM (ICP)
- M.E.N.T.O.R.SM
- Communication for Team Success

SERVICES

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



Team Performance

WORKSHOPS

- D.I.R.T. TroubleshootingSM
- Job Aid Development

SERVICES

- Job Task Analysis
- Training Delivery
- Course and Assessment Development
- Job Aids



Continuous Improvement

WORKSHOPS

- Job Hazard Analysis (JHA)
- Machine Safety Basics
- Machine Risk Assessment

SERVICES

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

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



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)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. Multigenerational

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) Multigenerational Smart Manufacturing

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)

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. Smart Manufacturing

Vendor Training Management and Site Monitoring

Vendor Training Management and Vendor Site Monitoring 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. Smart Manufacturing

For your convenience, Smart Manufacturing and Multigenerational workshops and services are color-coded in this brochure

Smart Manufacturing

Multigenerational

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

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)

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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) *Each day, students spend 4 hrs. in instruction and 4 hrs. developing and validating their own job aid*

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SERVICES

PERFORMANCE SUPPORT

Job Task and Skills Gap Analysis

Job Task and Skills Gap Analysis 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; presented in a user-friendly matrix that forms the basis for the performance assessments and the individual training plans/learning paths.

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Training Delivery

Training Delivery provides the client with a Polytron ICP 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, with our content or yours.

Course and Assessment 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, assessments and instructional guidelines enhance the transfer of knowledge.

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Job Aids (Standard Operating Procedures)

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.

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Continuous Improvement



performance enhancement for *your resources* through incremental improvement and point-of-need, Instructor Lead Training 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)

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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)

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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 to leverage mitigation techniques on existing facility equipment. (2.4 CEU credits)

Training includes instruction and completing a Risk Assessment.

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SERVICES

Changeover Coordination and 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.

Smart Manufacturing Multigenerational

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.

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