

Employee Development



Webinar
February 4, 2021



Agenda

- Planning for employee development
- Using a process to implement
- Helping employees take charge

Employee Development

Leads to

Employee Engagement

Timetable for Training

- Who should be trained?
- For which job?
- By what date?

TRAINING TIMETABLE

Name:
Dept.:
Date:

Procedure
name

Date Due

Changes In Production

Turnover

Work Performance

TRAINING TIMETABLE

| Mr. Name: Jones Dept.: Electrical Dept. Date: 8/1/2020 | Procedure name | Date Due | | | | | | | | | | Changes In Production |
|---|----------------|----------|--|--|--|--|--|--|--|--|--|-----------------------|
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| Turnover Work Performance | | | | | | | | | | | | |



TRAINING TIMETABLE

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|---|-------------------|----------|--|--|--|--|--|--|--|--|--|------------------------------|
| Mr. Name: Jones Dept.: Electrical Dept. Date: 8/1/2020 | Procedure name | Date Due | | | | | | | | | | Changes In Production |
| Assembling Parts | | | | | | | | | | | | |
| Wiring | | | | | | | | | | | | |
| Combining | | | | | | | | | | | | |
| Knot Tying | | | | | | | | | | | | |
| Clamping | | | | | | | | | | | | |
| Adjustments | | | | | | | | | | | | |
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| Turnover Work Performance | | | | | | | | | | | | |

TRAINING TIMETABLE

| Mr. Name: Jones Dept.: Electrical Dept. Date: 8/1/2020 | Procedure name | Date Due | Smith | Lark | Morse | Taylor | Massy | Peters | Baker | | | Changes In Production |
|--|-------------------|----------|-------|------|-------|--------|-------|--------|-------|--|--|-----------------------|
| Assembling Parts | | | | | | | | | | | | |
| Wiring | | | | | | | | | | | | |
| Combining | | | | | | | | | | | | |
| Knot Tying | | | | | | | | | | | | |
| Clamping | | | | | | | | | | | | |
| Adjustments | | | | | | | | | | | | |
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| Turnover | | | | | | | | | | | | |
| Work Performance | | | | | | | | | | | | |



SKILLS MATRIX

| Mr. Jones Name: Jones Dept.: Electrical Dept. Date: 8/1/2020 | Procedure name | Date Due | Smith | Lark | Morse | Taylor | Massy | Peters | Baker | | | | Changes In Production | |
|---|----------------|----------|-------|------|-------|--------|-------|--------|-------|--|--|--|-----------------------|--|
| Assembling Parts | | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | | | | |
| Wiring | | | ✓ | ✓ | ✓ | ✓ | | | | | | | | |
| Combining | | | ✓ | ✓ | ✓ | | ✓ | ✓ | | | | | | |
| Knot Tying | | | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | | | |
| Clamping | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | | |
| Adjustments | | | ✓ | | ✓ | | | | | | | | | |
| Turnover | | | | | | | | | | | | | | |
| Work Performance | | | | | | | | | | | | | | |

Alternate Designations

Rating Scale 1 - 4



TRAINING TIMETABLE

| Mr. Jones Name: Jones Dept.: Electrical Dept. Date: 8/1/2020 | Procedure name | Date Due | Smith | Lark | Morse | Taylor | Massy | Peters | Baker | Changes In Production | | |
|---|----------------|----------|-------|------|--------------------|--------|-------|--------|-------|-----------------------|--|--|
| Assembling Parts | | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | | |
| Wiring | | | ✓ | ✓ | ✓ | ✓ | | | | | | |
| Combining | | | ✓ | ✓ | ✓ | | ✓ | ✓ | | | | |
| Knot Tying | | | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | |
| Clamping | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | |
| Adjustments | | | ✓ | | ✓ | | | | | | | |
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| <div style="background-color: yellow; padding: 2px;">Turnover</div> Work Performance | | | | | Retiring Sep 30 | | | | | | | |

TRAINING TIMETABLE

| Mr. Jones Name: Jones Dept.: Electrical Dept. Date: 8/1/2020 | Procedure name | Date Due | Smith | Lark | Morse | Taylor | Massy | Peters | Baker | | | Changes In Production |
|---|----------------|----------|-------|------|--------------------|--------|-------|--------|-------|--|--|-----------------------|
| Assembling Parts | | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | | |
| Wiring | | | ✓ | ✓ | ✓ | ✓ | | | | | | |
| Combining | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | |
| Knot Tying | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | |
| Clamping | | | ✓ | ✓ | ✓ | ✓? | ✓ | ✓ | | | | |
| Adjustments | | | ✓ | | ✓ | | | | | | | |
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| Turnover Work Performance | | | | | Retiring Sep 30 | | | | | | | |

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| Mr. Name: Jones Dept.: Electrical Dept. Date: 8/1/2020 | Procedure name | Date Due | Smith | Lark | Morse | Taylor | Massy | Peters | Baker | | | | Changes In Production |
|--|----------------|----------|-------|------|----------------------------|--------|-------|--------|-------|--|--|--|------------------------------|
| Assembling Parts | | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | | | | |
| Wiring | | | ✓ | ✓ | ✓ | ✓ | | | | | | | |
| Combining | | | ✓ | ✓ | ✓ | | ✓ | ✓ | | | | | |
| Knot Tying | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | New product Nov 1 |
| Clamping | | | ✓ | ✓ | ✓ | ✓? | ✓ | ✓ | | | | | |
| Adjustments | | | ✓ | | ✓ | | | | | | | | |
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| Turnover | | | | | | | | | | | | | |
| Work Performance | | | | | Retiring Sep 30 | | | | | | | | |



Retrain
starting
Aug 17

TRAINING TIMETABLE

| Mr. Name: Jones Dept.: Electrical Dept. Date: 8/1/2020 | Procedure name | Date Due | Smith | Lark | Morse | Taylor | Massy | Peters | Baker | | Changes In Production |
|---|-------------------|----------|-------|------|----------------------------|--------|-------|--------|-------|--|--------------------------|
| Assembling Parts | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Wiring | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Combining | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Knot Tying | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | New product Nov 1 |
| Clamping | | | ✓ | ✓ | ✓ | ✓? | ✓ | ✓ | | | |
| Adjustments | | | ✓ | | ✓ | | | | | | |
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| Turnover | | | | | Retiring Sep 30 | | | | | | |
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Retrain starting Aug 17

TRAINING TIMETABLE

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|---|----------------|----------|-------|------|-----------------|--------|-------|--------|-------|--|--|-----------------------|
| Assembling Parts | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Wiring | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Combining | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Knot Tying | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | New product Nov 1 |
| Clamping | | | ✓ | ✓ | ✓ | ✓? | ✓ | ✓ | ✓ | | | |
| Adjustments | | | ✓ | | ✓ | | | | | | | |
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| Turnover | | | | | | | | | | | | |
| Work Performance | | | | | Retiring Sep 30 | | | | | | | |

Train starting Oct 1

TRAINING TIMETABLE

Retrain starting Aug 17

| Mr. Jones Name: Jones Dept.: Electrical Dept. Date: 8/1/2020 | Procedure name | Date Due | Smith | Lark | Morse | Taylor | Massy | Peters | Baker | | | Changes In Production |
|---|----------------|----------|-------|------|-----------------|--------|-------|--------|-------|--|--|-----------------------|
| Assembling Parts | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Wiring | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Combining | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Knot Tying | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | New product Nov 1 |
| Clamping | | | ✓ | ✓ | ✓ | ✓? | ✓ | ✓ | ✓ | | | |
| Adjustments | | | ✓ | ✓ | ✓ | | | | | | | |
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| Turnover | | | | | Retiring Sep 30 | | | | | | | |
| Work Performance | | | | | | | | | | | | |

Train starting Sept 1

Train starting Oct 1

TRAINING TIMETABLE

Retrain starting Aug 17

| Mr. Jones Name: Jones Dept.: Electrical Dept. Date: 8/1/2020 | Procedure name | Date Due | Smith | Lark | Morse | Taylor | Massy | Peters | Baker | | | Changes In Production |
|---|----------------|----------|-------|------|--------------------|--------|-------|--------|-------|--|--|-----------------------|
| Assembling Parts | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Wiring | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Combining | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Knot Tying | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | New product Nov 1 |
| Clamping | | | ✓ | ✓ | ✓ | ✓? | ✓ | ✓ | ✓ | | | |
| Adjustments | | | ✓ | ✓ | ✓ | | | | | | | |
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| Turnover | | | | | Retiring Sep 30 | | | | | | | |
| Work Performance | | | | | | | | | | | | |

Train starting Sept 1

Train starting Oct 1

Process

- Identify skill level for each employee
- Note personnel changes
 - *Transfers*
 - *Retirements*
- Note performance issues
 - *Safety*
 - *Quality*
 - *Productivity*
- Note production changes

Two Types of Employees

- Current Employees
- New Employees



New Employees Need a Road Map



| Job or Task | Complete By | Supv Signature | EE Signature | Assessment Score* |
|--------------------------------|-------------|----------------|--------------|-------------------|
| Assembling Parts | Week 2 | | | |
| Wiring | Week 4 | | | |
| Combining | | | | |
| Knot Tying | Week 6 | | | |
| Clamping | | | | |
| Adjustments | | | | |
| Safety – PPE | Week 1 | | | |
| Safety – Emergency Action Plan | Week 1 | | | |
| Safety – Hazcom | Week 1 | | | |
| Attendance policies | Day 1 | | | |
| Benefits review | Week 2 | | | |
| ... | | | | |

* Must have >70% score on written assessments and must show proficiency to trainer on demonstrations.

Conclusion

- Plan
- Make it visible
- Let employees own it

Questions?

Joanne Romero

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