

Work Instruction: Using Job Training Guides

1. Audience

All Supervisors

2. Objective:

Managing required and conditional training for new hires and newly promoted/transferred employees

3. Revision and Approval

Rev.	Date	Nature of Changes	Approved By
N	06/03/2019	Original issue.	Glawe
001	02/29/2024	Updated New HR Department #	Glawe

4. Scope

This requirement covers all supervisory and front-line workers.

5. Prerequisites

Supervisors should have a working knowledge and experience in each of the areas they are training. For areas in which they do not, they should engage someone else with that experience either internally or externally to deliver the training.

6. Records

A training guide is retained for each new hire in their personnel file.

7. Associated Documents

- Training guides (TRN-**-***)

8. Evaluative Factors

None

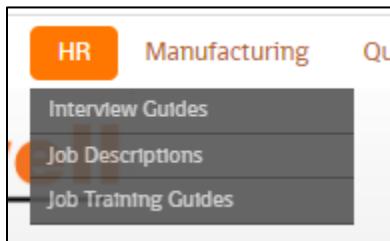
9. Responsibility

HR is responsible for maintaining this work instruction.

10. Instructions

Step 1

Start from the HR subtab menu and click on "Job Training Guides."



Step 2

Training guides are listed alphabetically by job title and sorted by Department. If the guide you are looking for isn't listed, it probably doesn't exist. Contact HR to develop a guide.

01-Steel Service Center Grinder Operator-TRN-90-015 Saw Operator-TRN-90-006 Steel Service Center - Lead	19-Material Handling Material Handler-TRN-90-003 Material Handling Lead-TRN-90-039 Receiving Specialist-TRN-90-018 Stockroom Tech-TRN-90-030
02-Plasma/Laser Flame Cut/Plasma Operator-TRN-90-017 Laser Operator-TRN-90-016	20-Engineering Configurator Engineer-TRN-90-001 Designers & Engineers-TRN-90-046 Electrical Designers & Engineers-TRN-90-048 Engineering Manager-TRN-90-047 Engineering Scheduler-TRN-90-045
03-Machine Shop CNC Machinist & Mach Operator-TRN-90-005 CNC Machinist / QC Inspector TRN-90-028 Machine Center Tech-TRN-90-019 Machine Shop Lead-TRN-90-020 Radial Drill Operator-TRN-90-007	25-Shipping/QC Shipping Lead-TRN-90-031 Shipping Specialist-TRN-90-012 Shipping Tech-TRN-90-004
04-Fabrication Fabrication Grinder Operator-TRN-90-038 QC Weld Inspector-TRN-90-023 Robot Welder-All Levels-TRN-90-022 Welder 1/Intern-TRN-90-037 Welder 2-TRN-90-002 Welder 3-TRN-90-013 Welder 4/Lead-TRN-90-021	30-Production Control Manufacturing Engineering Intern-TRN-90-032 Planner-TRN-90-033
05-Paint Industrial Painter-TRN-90-029 Paint Prepper-TRN-90-043	40-Facilities Maintenance Tech-TRN-90-035
06-Electrical Assembly	55-Purchasing Sr Buyer-TRN-90-036
07-Small Assembly Assembler 2-TRN-90-014 Clamp Assembly Lead-TRN-90-025	60-Sales All Customer Service Roles-TRN-90-011 All Technical Sales Positions-TRN-90-009 Inside Sales Manager-TRN-90-010 Sales Engineer-TRN-90-008
08-Large Assembly Assembler 3-TRN-90-027	
16-Dura-lite Assembly Composite Assembler-TRN-04-026	

Step 3

For our example, we will use the Material Handling guide. Click on the Material Handler link under Department 19.

19-Material Handling	
Material Handler-TRN-90-003	
Material Handling Lead-TRN-90-039	
Receiving Specialist-TRN-90-018	
Stockroom Tech-TRN-90-030	

Step 4

The guide will have certain cells highlighted in yellow. These are the only cells that you can enter information into.

Training Guide Position: Material Handler		The Caldwell Group, Inc. Document #: TRN-90-003; Rev. 002		
		Employee Name:	Position Start Date:	
Required Training	Training Type	Complete	Comments	Return to HR
Manufacturing Standards - General	Discussion		STD-30-001	
SFE-Recording Job Time	WorkInst		WI-30-100; FRM-80-018	
Kitting/stock jobs	OTJ			
Kitting/alter order jobs	OTJ			
Kitting/clamps to assembly	OTJ			
M1-Barrier	WorkInst		WI-80-086	
Routing parts/manufacturing/receiving	WorkInst		WI-30-044	
M1-Printing and reading travellers	OJT			
M1-Work Center Priority Report	OJT			
M1-Using Where Used and selecting grids	WorkInst		WI-80-059	
M1-Reading jobs and using the tree	WorkInst		WI-30-098	
M1-Materializing Material	WorkInst	N/A	WI-30-091	
Printing drawing	OJT		Review example	
Non-conformance Process	Discussion		FRM-35-021; WI-35-102; WI-35-103	
Shop supplier dispensing machine	OJT		Issue vending machine code	
General Safety Orientation	Discussion		FRM-90-004	Y
Safety Training Requirements	Checklist		FRM-90-025	Y
General Orientation	Discussion		FRM-90-001	Y
Quality Orientation	Discussion		Quality	Y
Conditional Training				
Reading drawing	Review		Review Print Text from interview.	
Reading a tape measure	Review		Review TM text from interview.	
Running work centers (for weekend shift)	OJT			
I acknowledge I completed the training shown above and have received clarification where needed.				
Employee Signature		Date		

Step 5

Enter the employee name and position start date. That will be the hire date for a new hire or, for someone who is transferred/promoted into another job, it would be the effective date of the job change.

Training Guide Position: Material Handler		The Caldwell Group, Inc. Document #: TRN-90-003; Rev. 002	
		Employee Name:	
		Position Start Date:	

Step 6

Next, work through each Required Training subject listed on the guide.

Required Training	Training Type	Date Complete	Comments
Manufacturing Standards - General	Discussion		STD-30-001
SFE-Recording Job Time	Work Inst		WI-30-100; FRM-80-018
Kitting stock jobs	OTJ		

The Training Type provides information on how the training is to be delivered:

- Discussion – Discuss the information with the employee. Reference documents are listed in the Comments section, where they exist. Provide a copy of the document to the employee as you talk about it training. Answer any questions and check for understanding.
- Work Instruction – This training type has a work instruction available. Use that document for reference and have the employee perform the hands-on task. This will provide the employee an opportunity to practice applying the information and help you see any areas that might not yet be clear to the employee.
- OTJ – Training that can't be taught through other methods, or where documents may not exist, on-the-job training is used to teach these skills.

Once a required training is completed, the supervisor enters the date into the Date Completed cell.

Some documents have a “Y” (for yes) in the Rtn to HR column. Documents related to these training marked with the Y must be returned to HR after they are completed.

Some training guides have a “Conditional Training” section. These are training topics that some, but not all employees in the position must complete. For example, supervisors must review the correct answers with any employee that completes a blueprint or tape measure test during the hiring process with a score of less than 100%. If the supervisor determines additional training is necessary, they should schedule time with the employee to help fill in the remaining gaps or contact HR to discuss outside training. Other conditional training might be related only to a specific shift or area in a department that an individual might work.

Step 7

After all the required and necessary conditional training are completed, the employee is to sign as acknowledgement of each training listed. Then, the training guide is sent to HR for the file.

Note: If a training is missing because a new requirement has emerged or one is no longer needed, contact HR to update the training guide template.