**ROUND TABLE RESULTS**

***TOPIC: Training***

**Q1: Training is one of the basic fundamentals of an effective safety program, but managing training comes with some challenges. One challenge is assigning and tracking training. What system does your company use to assign and track training? Please describe any pros, cons and associated costs.**

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| **NOTES/GROUP COMMENTS:**   * Learning management system- safety skills. Multi language, video based, one on one or group settings possible. Training is stored web bases. * Learning Management Systems- changing and updating content to include all aspects of EHS, HR, DOT training. They utilize the following types of training Classroom, hands on, online, third party. * Anchor Rock Safety is hopefully going to be incorporated thru the union hall for the IBEW in central Indiana to be a training tracker for all members that will follow the employee contractor to contractor. * Social media training is where the industry is heading * Mobile capabilities for iPhones to have mgt be able to have employees sign in on a device after a meeting. This is to help document all levels of safety meeting held without using paper and never being able to track the training that takes place. * All training is online based, assign tasks with due dates. * Boss assigns training depending on what your position and skill level. Timeliness is key to ensure you are compliant and is up to the employee. * Alchemy – great for general but doesn’t cover site specific training. Tracked through excel file * Alchemy – and tailored department specific trainings. * Standardized and site specific – use examples from the site – ISN * Success Factors – monitors training, schedules training, assigns trainings – OJT, train the trainer program – Site specific, building specific – two people who are responsible to oversee the computer tracking – managers/directors are responsible to get people to training. |

**Q2: Scheduling training can be difficult at times, especially with it conflicts with production schedules. Have you found any good ways to work around this? For example, do certain days or times work better? Do you break topics down into smaller sessions? Do you limit class sizes for better participation?**

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| **NOTES/GROUP COMMENTS:**   * Small class are better smaller, allow employees sign up for certain classes. * Greenie School, 10-15 people that are in a 15-week training program that includes classroom as well as hands on and in all fields not just where they were hired for, and this may change their job placement afterwards. * Leader based vs. Web based- most agreed that it all depends on the content and the trainer but most leader and hands on training is best. * New training vs 1970 old video training. Many current available are 3d training with options for customization depending on what you are willing to spend. * Generic training with customization * Loss of attention on video vs hands on training. * Schedule training on days off – pay them * Offer 2-3 trainings can come on shift or off – paid when off sift. * Schedule blocks of time per department so it is always the same time * Townhalls – for face to face for hands on * EEs are responsible to make sure they do their training – it is part of their performance review – tracking system reminds them to do it – your boss will get a reminder as well. |

**Q3: New employees are required to be trained on the hazards they will encounter before they start work. This can often require a LOT of training to be done during “Safety Orientation. However, some question the effectiveness of doing so much training in a short period of time. How do you handle Safety Orientation? Do you have different versions for different employee types? Is it done in-person, online or another way?**

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| **NOTES/GROUP COMMENTS:**   * All go thru same orientation 4 hours. Teamwork is involved, up and moving during orientation, not just sitting still watching a video the whole time. * General orientation for all and then it is job-based training after general orientation. This was most common in group * Rotate topics and then a job rotation and job shadow existing employees then they are fitted to the best job for the employee. * Used to do it in 2-3 days – now split up over several weeks. Do contractor training for a brief overview and then do the main training after that * But basics down to 3 hours and then do more detailed training. * Split out into groups on what they are trained on and then offer classes they can come to. * OJT by supervisor * 9 week NOS hands on training and then 1 year after that before they can work alone. 2 weeks for maintenance – last 7 weeks is operator – Mentored for a year. * Generalized training then when they go to the site they are put with a trainer and they have to be signed off on each step of the job. |

**Q4: What are some best practices you would like to share about training? Do you have any unique topics that you cover? Are there any creative ways that you make training effective? How do you prevent re-occurring refresher training from getting boring?**

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| **NOTES/GROUP COMMENTS:**   * Making it a question asking session instead of the powerpoint |