Iwaki America Training Program

Goals

The overall **Goals** of the program are to:

1. Insure and document that all employees are qualified to serve in their current positions.

2. To provide a clearly defined means for training-up employees:

    1. To improve in their current positions,

    2. To back-up other employees at the same level,

    3. To meet specific business plan goals and

    4. To advance within the organization.

3. The Program can be accessed through our intranet site and ADP.

Job Descriptions

1. **Job Descriptions** list the skills/training/education/certification/membership required for each position. Asterisks designate must-have's.

2. The **Approved by Exception Form** shall be used to document the rationale for hiring an employee who does not meet some of the requirements of the job description.

Employment Application

The standard **Employment Application** shall be used by all Iwaki America job applicants.

Onboarding

1. The **General Onboarding Checklist** covers activities common for all new employees

2. The **Job-Specific Onboarding Template** shall be used by the hiring manager to define unique onboarding activities and the related timeline

3 Month Review

The **Three Month Review Form** shall be completed by the hiring manager for all new employees including temp-to-perm hires

Annual Reviews

1. **Annual Reviews** shall list skills/training/education/certification/membership goals achieved for the year just ended and follow-on goals for the new year

2. Goals may also be listed in the **Performance Management Problem Solving Form**

ISO Training Requirements

1. Training of employees in many functions is required by/controlled by ISO.

2. The relevant ISO procedure is QU00033 which:

    a. Defines the process for establishing, maintaining and upgrading competency

    b. Establishes the criteria for qualifying trainers

    c. Requires that an ongoing record of completed training be maintained.

Cross Training Matrix

The **Cross-Training Matrix** shall be maintained outside of ADP as a clear, complete snapshot of planned cross-training including back-up training.

Training Curriculum Library

1. Training curriculum / links to training curriculum will be maintained on the Shared drive & accessible through the intranet

2. Some training is verbal only

3. Related to this, completion of some training is based on time in a specific job

4. The training curriculum on the Shared drive will be accumulated over time

ADP Workforce Talent Profile Tracking Tools

ADP Workforce will be used to,

1. Define nomenclature (specific common descriptions) for skills/training/education/certification/membership.

2. Record each employees' actual skills/training/education/certification/membership data.

3. List the current skills/training curriculum.

You must use the Program nomenclature when you write your annual reviews.

ADP Talent Profile Home Page

1. Summarizes all supporting pages:

    a. Licenses & Certifications

    b. Education

    c. Skills

    d. Previous Employers

    e. Languages

    f. Training

    g. Memberships

    h. Awards

2. *Current data / starting point for all employees has been filled in.*

ADP Talent Profile-Licenses & Certifications

1. Shall be used to record relevant licenses & certifications

2. Drop-down menu includes many common choices

3. Document number

4. Date earned and expiration date

ADP Talent Profile-Education

1. Shall be used to record degrees earned

2. Type of degree & major/minor areas

3. Drop-down menus include many common degrees & majors

4. Degree-granting institution

5. Date earned

6. Company paid or not

ADP Talent Profile-Skills

1. Shall be used to record skills developed, including those developed as a result of training

2. Drop-down menu includes most relevant choices

3. Proficiency level, from drop-down menu

4. Date acquired

ADP Talent Profile-Previous Employer

Shall be used to record relevant data from previous employers

ADP Talent Profile-Languages

Shall be used to record:

1. Language skills

2. Proficiency

3. Date Acquired

ADP Talent Profile-Training

1. Shall be used to record vocational training completed including course name & subject

2. Drop-down menus include many common choices

3. Date earned

4. This is the screen that should see the most use

ADP Talent Profile-Memberships

1. Shall be used to record relevant memberships

2. Drop-down menu includes many common choices

3. Membership ID number

4. Effective date and expiration date

ADP Talent Profile-Awards

1. Shall be used to record relevant awards

2. Some may be internal to Iwaki America

3. Awarding body

4. Award type

5. Award date

Training Effectiveness Survey

1. The **Training Effectiveness Survey** shall be filled out for all completed training

2. This will be the basis for improving curriculum over time