

# ENGITECH TRAINING PLAN

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In the continually evolving spheres of engineering and information technology, training is an essential area for all companies to embrace. Formulating tailor-made training plans for employees is an “essential” to not only equipping your personnel with current knowledge and skills, but also for ensuring that your company’s mission, values and goals are communicated in an effective way to those who work for you. This is an area of such fundamental importance that lack of, could negatively affect the desired goals of the company.

Engitech is committed to providing its personnel with appropriate ongoing training. The following points form Engitech’s training plans:

- To be able to identify strategic priorities for Engitech
- To assess workforce skills and training needs
- To establish a workforce plan
- To provide a tailored training plan for employees

The following identifies the activities required to conduct training provided by Engitech. Engitech updates its training plan, as required, to meet the needs of personnel within its employ.

## **Training Plan Purpose**

In this age of rapidly changing technology, skills learned even recently become obsolete at a rapid pace. Therefore, providing personnel training in new or updated skills is profoundly important. This process describes the training program used by Engitech to ensure that individuals receive adequate and appropriate training for their needs and the needs of Engitech.

## **Training Plan Implementation**

Implementation of the Engitech Training Plan involves:

- analysing training needs
- writing tailor-made training plans
- conducting training
- evaluating the training that is delivered, and
- maintaining training records.

## **Training Needs Analysis**

Engitech establishes overall training needs for specific areas of its operations.

New employees receive an induction at the commencement of their employment, where Engitech's mission, values, goals and projects are discussed.

A training needs analysis is conducted for each project to determine what training is required and in what time-frame. Each individual on a project is interviewed to determine what they consider to be their training needs. This analysis covers all project technical or application areas and those needed for career development of the individuals on the project. The overall project training needs are approved by Engitech's project manager.

## **Training Design**

Once the training plan is completed, the format and general scope of each type of training to be conducted is determined. This includes deciding what the appropriate training method will be needed to be developed. Some skills that are needed are effectively and efficiently imparted through informal means such as:

- appropriate reading literature chosen for the subject
- informal mentoring or training on the job with the project manager.
- other skills require more formal training techniques such as classroom style training, computer-based training, guided self-study, facilitated videos and formal apprenticeship programs.

Engitech's project manager decides if it is more cost-efficient to acquire the training from outside the organisation, or to develop it in-house.

During this step, a description is developed for any training to be developed by Engitech that includes the areas listed below:

- The training objectives
- What preparation is required by the employee?
- What will the duration of the training be?
- What will the employee learn?
- How the course would be evaluated for effectiveness?
- Maintain training records
- Update the training program process
- Cost of the training involved?

# Engitech Training Plan

NAME OF EMPLOYEE:.....

POSITION:.....DATE:.....

<b>What training is necessary?</b>	<b>Purpose of training</b>	<b>Time-line/duration of training</b>	<b>Resource planning (i.e. in-house or external)</b>	<b>Cost of training \$</b>

# Engitech Training Evaluation Form

Name:.....Date:...

Evaluate the instructor in the following areas:	What went well (cite examples)	Suggestions for what could be done differently
<b>1. Technical Knowledge</b> <ul style="list-style-type: none"> <li>• Has familiarity with subject matter and references</li> <li>• Knows applicability to projects</li> <li>• Shares personal experiences</li> </ul>		
<b>2. Preparation</b> <ul style="list-style-type: none"> <li>• Familiarisation with course material</li> <li>• Covers material thoroughly</li> <li>• Professional appearance</li> </ul>		
<b>3. Delivery</b> <ul style="list-style-type: none"> <li>• Appropriate voice projection/ volume</li> <li>• Pace of talk</li> <li>• Poise and relaxation</li> <li>• Positive body language</li> <li>• Natural gestures</li> <li>• Uses smile and humor</li> <li>• Moves about the room</li> <li>• Keeps to schedule</li> </ul>		
<b>4. Class Interaction</b> <ul style="list-style-type: none"> <li>• Arouses and maintains class interest</li> <li>• Asks open-ended questions</li> <li>• Handles questions</li> <li>• Handles interruptions</li> </ul>		
<b>5. Materials Used</b> <ul style="list-style-type: none"> <li>• Large and legible</li> <li>• Clear and coherent</li> <li>• Good balance of introduction, presentation, and summary</li> </ul>		
<b>6. Other comments:</b>		

# Engitech Training Evaluation Form

1. Will you be able to apply what you learned during your training to your present project? If so, how?
2. Did the method of the training meet the objectives that were discussed? If not, why not?
3. What were the training strengths?
4. How could the training be improved?
5. Is there any missing material or material in error in this training? If so, please list.
6. Any other comments or suggestions you would like to provide regarding the training you received?
7. What other types of training would you like to see at Engitech?

Name: \_\_\_\_\_ Date: \_\_\_\_\_