

EMPLOYEE TRAINING CONSIDERATIONS

Training should be conducted during new employee orientation.

- ▶ Is a routine process in place for orienting new employees?
- ▶ Is there a checklist to remind trainee of every item?
- ▶ Have trainers been qualified before training another employee?
- ▶ Have trainers been trained on minimal safety and production standards on each operation?

Is there a master training schedule? Or a company calendar/scheduling system to note annual refresher training and evaluation requirements?

Any changes made in the facility that affect one of these areas will require a review of changes with affected employees. Note any anticipated changes to the facility, equipment or chemical products.

Document all training activities by having employees sign and date a roster and keep examples of handout materials.

- ▶ Keep training records easily accessible
- ▶ Discuss system for training employees to miss scheduled training sessions

Quizzes are a good way to demonstrate employee comprehension of training activities. Ensure trainers are sensitive to employee literacy issues and there is an understanding that students require different styles to retain information, meaning that some will require auditory training, while others will need significant points reinforced in a written format.