

Training and Developing the Shift Team

Training Outline

Module 1: Foundations of Process Plant Training

- Goals of Plant Training
- The Key Role of Performance Standards
- Critical Factors for Training Success

Module 2: Organization and Management of Shift Team Training

- A Systematic Approach to Training
- Basic Training Program Elements
- Training Roles

Module 3: Developing Training Modules

- A Method for Training Development
- Practical Training Materials
- Elements of a Basic Operator Training Program

Module 4: Delivering Training for Maximum Effect

- Critical Skills for the Trainer
- Training for Process Understanding
- Training Field Skills

Module 5: Evaluating Knowledge and Skills

- The Importance of Accountability
- Developing and Administering Knowledge Tests
- Developing and Administering Field Skills Tests

Module 6: Assessing and Improving Training Program Effectiveness

- Assessing Team Development Needs
- Common Training Errors and How to Avoid Them
- Improving Your Program

Description

Workforce training and development is essential for safe and profitable operation of the modern process plant. The evolution of technology and regulatory requirements in recent years, coupled with demographic changes in the workforce, have made it especially challenging to meet site training needs in a practical, cost-effective manner.

Few plant training departments are resourced to fully meet needs on their own—supervisors and other staff must be actively engaged in training and development to achieve required levels of workforce performance. This workshop introduces necessary skills and practical methods required to help establish effective training practices or improve existing programs.

Objectives

- Develop an understanding of concepts and program elements required for an effective process plant training program
- Provide skills necessary for practical, 24/7 support of shift team training and development
- Verify mastery of critical skills and provide coaching points to support their successful use

Methods

Methods used to achieve objectives are:

- Discussion with management of site training history and objectives
- Training sessions, including instructor-led group activities, interactive lecture, individual coaching, and practice in applying skills
- Coaching points for managers to facilitate successful use of newly acquired skills
- Practical examples and templates ready for training program use

Goals

At Plant Leadership Systems, our goal is to provide you with training solutions designed to meet your specific organizational needs, in an energized and supportive environment.

To ensure the time you spend with us is valuable, we combine essential skills with real-world problems and scenarios to help participants develop practical mastery needed in their specific work environment.

Options

The workshop introduces skills needed for effective training program support. In recognition that complete skill mastery requires practice, optional training modules are available to support client staff assigned the roles of training or material development.

Trainer Support Option - Participants assigned to a training role will receive additional on-site coaching in delivering training in their assigned operating unit.

Material Developer Support Option - Participants assigned to a material development role will receive additional coaching and feedback on their material development work via email or other electronic media.

