



# **SKILLED TRADE TRAINING SOLUTIONS**

www.praecoskills.com

### **OVERVIEW**

### **Fully Customized Training Solutions**

Integrating your people, machines, software, processes and technology

Leveraging the knowledge and experience of your best tradespeople.

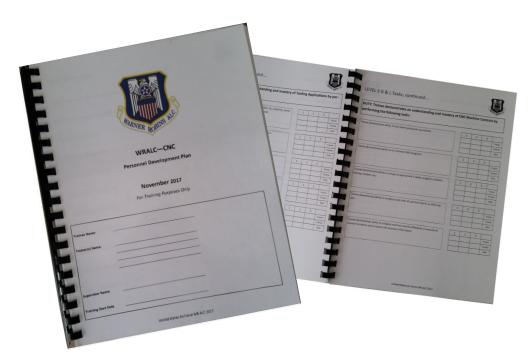
Based on scientifically proven DACUM Job & Task Analysis methodology

Combines time-tested training strategies with modern tracking and administrative tools

Supplements and enhances existing training

# **CUSTOMIZED TRAINING MANUALS**

Each person in a specific job / occupation receives a Customized Training Manual that outlines their specific knowledge & skill requirements by task.

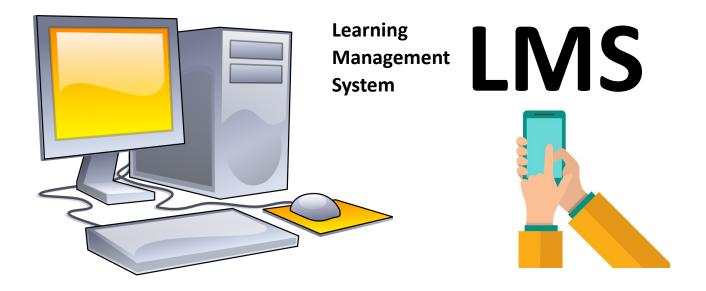


#### **Customized Training Manuals Include:**

- Machine, Process & Software specific training check sheets
- Tasks organized by complexity
- Tasks individually evaluated by trainers & final validated by supervisors
- Performance expectation timelines
- Online coursework & class requirements
- Performance evaluation criteria
- Tools or metrics identified by the Job Analysis

# **ELECTRONIC PERFORMANCE TRACKING**

All data from the Customized Training Manual is uploaded to your own Learning Management System (LMS) where trainers and supervisors are able to run real-time reports of trainee progress.

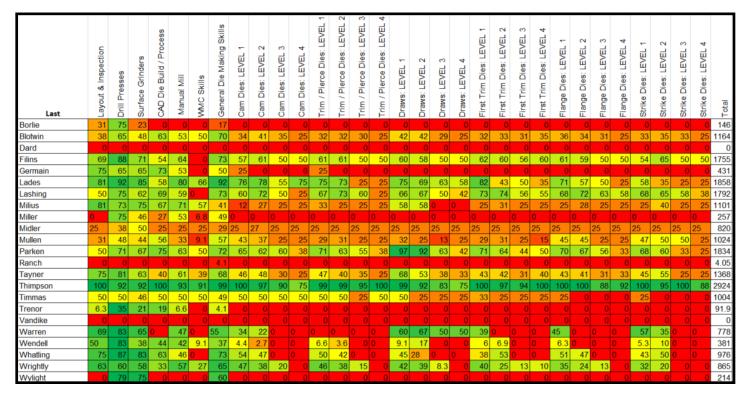


#### Modern Administrative Tools:

- Praeco Skills will use an industry standard open-source LMS that is used by thousands of organizations in both the private and public sectors
- Praeco Skills will design and upload your customized program to a modern LMS interface
- Praeco Skills will also integrate the training program with existing Learning Management Systems if desired

# **REAL-TIME PROGRESS REPORTING**

The progress of each trainee, based on their Customized Training Manual is available at your finger tips. No need to locate a specific trainee to find out how their training is going—just run a report.

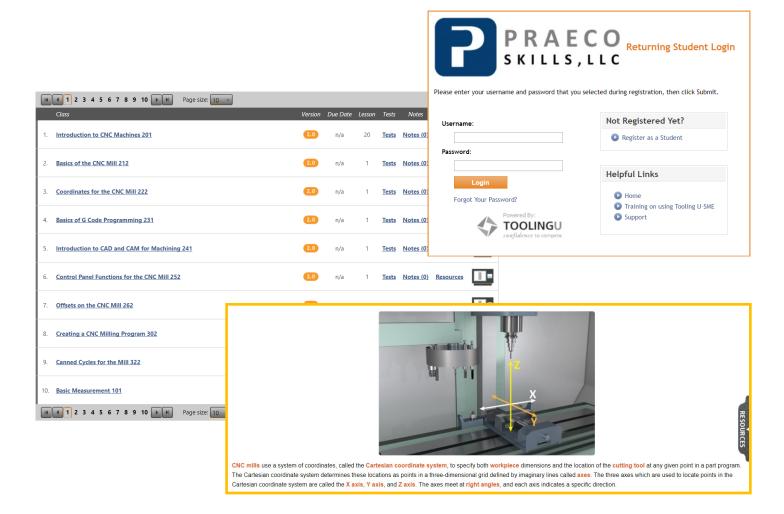


#### **On-Demand, Real-Time Training Dashboard :**

- Instantly see the training gaps of your team
- Schedule work based off up-to-date qualifications
- Improve coaching and feedback
- Set training goals and targets with on-the-floor validated competencies
- Provide printable reports

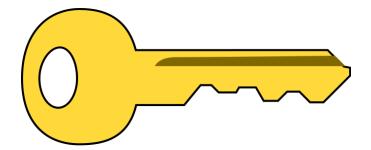
# SUPPLEMENTAL ONLINE TRAINING

As part of a comprehensive approach to talent development, we offer thousands of modules of trade-specific online training to develop the coreknowledge base of the tradesperson.



#### Hundreds of Hours of Independent Training:

- Available 24/7 on mobile devices or regular computers
- Customizable learning plans
- Supervisors have ability to run progress reports



# This program is TRAINEE DRIVEN

#### As a Trainee...

- You don't know what questions to ask
- You don't know who the Subject Matter Experts (SMEs) are in each area
- In short, you don't know what you don't know
- You need a program that clearly defines the training expectations

#### With this Program...

- The trainee has all learning content s/he needs clearly mapped out in task form
- The supervisors and trainers do not have to track excessive paperwork
- The responsibility to learn falls primarily on the trainee

### STEPS TO BUILDING THE PROGRAM

**STEP 1:** 

Analysis

**STEP 2:** 

Development

**STEP 3:** 

Implementation

STEP 4:

Maintenance

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# **STEP 1: Analysis**

- After your free preliminary onsite analysis, conduct an onsite evaluation of each required job occupation to identify all potential training constraints or roadblocks, and develop a logical plan for data collection.
- Develop a thorough breakdown of process flow and the logical ways a trainee should learn based on the specific area
- Work with Subject Matter Experts (SMEs) in each area to collect critical and specific job performance requirements
- Review all existing training tools and methodology
- Collect all data necessary for program development

### **STEP 2: Development**

- Rank critical job tasks based on complexity and SME input
- Integrate pre-existing training into program
- Develop training check sheets and tools
- Onsite reviews of all training materials with SME's, supervisor's and trainer's
- Upload all program elements to LMS
- Testing of system functionality
- Trainee review for ease of use and accuracy

# **STEP 3: Implementation**

- Complete Train-the-Trainer program covering adult learning principles as well as how to use the system
- Train-the-Trainee program covering how to learn as an adult and how to use the system
- Lead self-assessments of trainees skills, accomplishments and progress
- Onsite assistance with trainers and trainees for validating existing skills
- Onsite assistance with performance of skill and knowledge-gap analysis
- Development and administration of gap-closure plans

### **STEP 4: Maintenance**

- Ongoing coaching and mentoring for all parties on proper training and system usage
- Monthly reporting on system usage and trainee progress
- Dynamic quality control reflecting your organizational and personnel changes
- Assistance in talent management activities based on program data

# HOW TO GET STARTED

Identify the specific job occupations that you want to have a program made for

Examples: General Machinist, CNC Machinist, Die Maker, Maintenance Tech, etc.

(Note: Sometimes an occupation will have the same name but responsibilities are drastically different based on the area they work. In this case, these would be considered different occupations.)

- Schedule an onsite evaluation for each identified occupation
- Upon completion of the onsite evaluation(s),
  Praeco Skills will submit a report detailing:
  - Suggested scope of work for the project
  - Potential training constraints and road blocks
  - Positive findings that the future program can build upon
  - Proposal for Developing, Implementing and Maintaining a Customized Training Program for the occupation analyzed.
- Each onsite evaluation is quoted separately based on information gathered on the initial free preliminary analysis



### **CONTACT INFORMATION**

To solve your Skilled Labor shortage permanently, contact us today:

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#### www.praecoskills.com

Thank you for your time and consideration!