

WHY THIS PROGRAM

Every management has numerous problems of production, scrap, accidents, and employee relationships. These problems vary in accordance with the production load, the plant facilities, and changes in employees. All of them, however, can be helped through better methods of training.

WHAT IT IS

Program Development helps a company training representative (1) to identify the immediate training needs of his organization, and (2) to develop plans to meet them.

WHO ATTENDS

The P.D. Institute is designed for plant men who have been given the responsibility of planning and organizing of training in their plants. If this is a full-time job the man may be designated by the plant as its training director. In other plants an operating official has this responsibility on a part-time basis. Both full-time and part-time training men are eligible for Program Development.

HOW IT OPERATES

A group (10) of plant training representatives assembles for a work session under Training Within Industry sponsorship. Three days are spent in the use of a 4-step method of identifying training needs and in developing plans to meet them. The work session is adjourned for one week during which time the training representatives return to their plants and apply the 4-step method in connection with their own problems. They resume the work session for one day and each presents to the group for criticism, consideration, and suggestions, a specific plan which he has developed according to the 4-step method. The representatives then return and present to their managements definite training plans developed specifically to meet actual needs.

WHAT IT COSTS

No charge is made for participation in these sessions. Experienced Training Within Industry staff members conduct the meetings, which are generally held at Training Within Industry district headquarters.

HOW TO GET STARTED

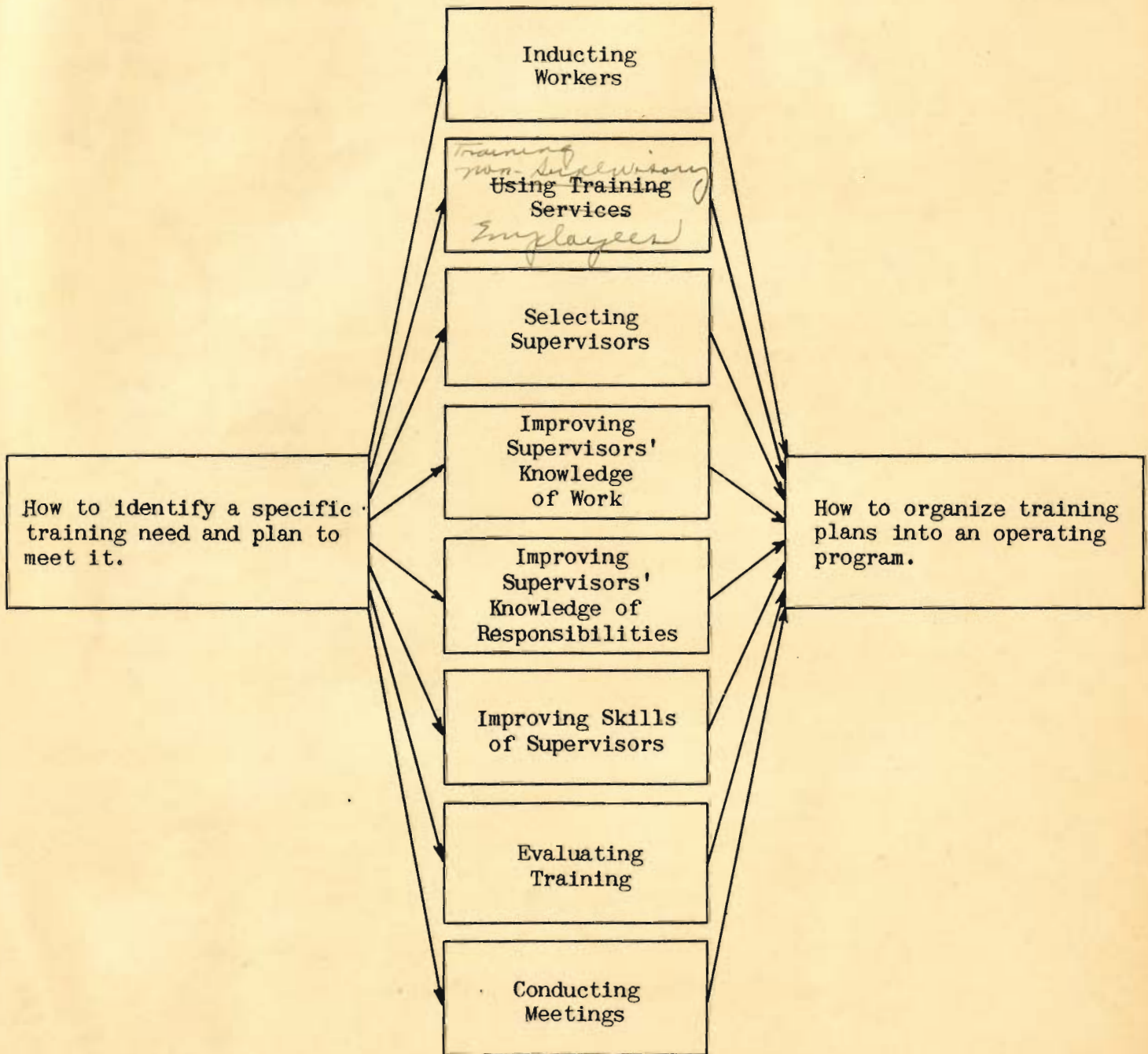
If a company or plant has on its staff a person who is responsible for planning and coordinating training, or contemplates spotting someone for this work, and its management desires to take advantage of the Program Development work sessions, a responsible official should get in touch with the T.W.I. office listed below, to make the necessary arrangements.

T R A I N I N G W I T H I N I N D U S T R Y S E R V I C E

Bureau of Training, War Manpower Commission

PROGRAM DEVELOPMENT

A Training Within Industry Institute for those who have the responsibility for planning and coordinating the development and training of supervisors, technical personnel, office workers, craftsmen, and operators.



TRAINING WITHIN INDUSTRY SERVICE
Bureau of Training
War Manpower Commission