Plan it   DO it

Blue Tuna

TRAINING PROGRAM DEVELOPMENT TIMELINE

ASSESSMENT	TRACKING	SYSTEMS	MANUAL
48th week	**36**th	**24**th	**12**th week

Total Preparation Time 48 Weeks

The size and complexity of your organization will determine the amount of time you will need for the development of your training program. Large repair stations are typically more complex and will require a more intricate system . Even though smaller repair stations may require fewer training courses they lack resources to develop their own program. Either way it is important to allow yourself time to develop a training program that will meet regulatory requirements and provide you a sound training program that will be a benefit to your employees and customers. A brief outline of Blue Tuna's proposed strategy and timeline follows.

ASSESSMENT

Objective
Evaluate Biz Ops, training shortfalls and baseline employee competency.

Business Assessment   4 Diagnostic Questions to evaluate opportunities

Assessment designed to identify needed changes within the organization to seize opportunities

Training Assessment   5 Diagnostic Questions to determine training shortfalls

Employee Assessment 6 Diagnostic Questions to establish employee competence

eMail Blue Tuna for info about diagnostic questions

Assessment to determine how well current training is working and to establish a baseline for employ competency. This assessment will expose weaknesses in training content / methods, processes and employee capabilities.

Lack of competence may be attributed to inadequate amount of training, wrong type of training, failure to implement training or incompetent or unskilled employees.

Assessment provides framework for evaluating current training shortfalls, identify new requirements and establish processes to measure results . . . to achieve currency and build towards future opportunities.

TRACKING

Objective
Create a transparent means of coor-dinating, documenting and reporting the progress of employee training.

1 Is the current method of tracking adequate?
Does it . . .
   Schedule training
   Document results
   Report results

2 Is it scalable? Will it ex-pand to accommodate . . .
   New Employees
   New Training Courses
   New Report Features

3 The method of tracking should accommodate . . .
   Breakdown of employees into group types
   Individual employee training info

Training Requirements
Training History
Training Schedule

Example   Administrative
Supervisor
Technician
Inspector

4 Are the reporting features adequate?

Document & Report train-ing results of individuals and compilation of com-pany wide training?
Audit reporting features?
Regulatory notifications?

SYSTEMS

Objective
Create systems necessary to fulfill anticipated FAA Repair Station Training Program Requirements

1. Prepare for the things we anticipate will be required.
2. Create systems to improve employee and company efficiency and quality.

LEARNING SYSTEMS

Course Design Template
This template serves as the model for developing training courses for your organization.

Objective
Method
Length
Prerequisites
Instruction
Type of Validation

HUMAN SYSTEMS

* New hire assessment and audit tools designed to evaluate training records, establish base line competency and facilitate placement.

* The growing trend towards using contracted labor in repair stations will require Scalable assessment procedures to determine competency. Fast-tracking these types of employee assessments is necessary.

QUALITY SYSTEMS

Reporting tools that feedback information relevant to work quality, output and performance metrics.

CAR Feedback
Management Review
Configuration Management

MANUAL

Manual Pointers

Nothing is set in stone concerning manual requirements until the new Advisory Circular is released.

Anticipated

This will be a controlled document. Use examples from your Repair Station Manual for revision criteria.

Tracking Employee Training
Notification to Regulatory Authorities
Assessment Criteria
Auditing Requirements
Course Definition
Work performed for 121 & 135 Operators
Training Plan

A conservative approach may be to avoid much in-depth work on the manual until the AC is released and your organization has adequately reviewed the AC and performed the first three steps in this handout.

1. Assessment

2. Tracking

3. Systems

Objective

Create a manual that meets Regulatory Requirements and defines the way in which the organization actually operates.
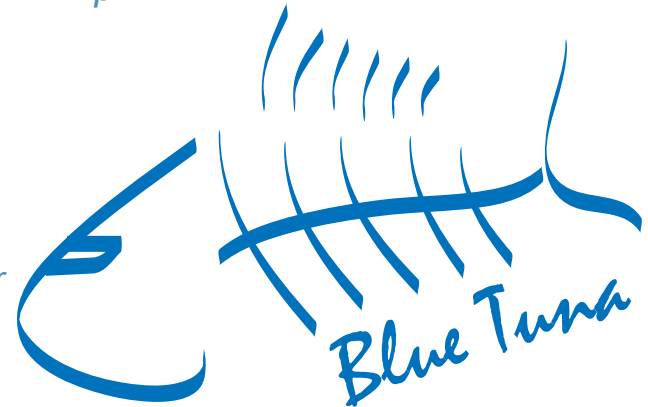
Blue Tuna is available to help you through consultation, design and implementation of your training program. Submitt comments and questions by clicking the email link.

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