WHO, WHY AND WHEN TO TRAIN ?

Experience shows that a company should evaluate its objectives and priorities for each target training group using a simple matrix to provide a clear basis for discussion and decision. This approach also helps communicate to staff why the company is investing in training that is for everyone's benefit.

Low -> High

TARGET GROUP	TRAINING OBJECTIVES	PRIORITY	1	2	3	4
PRESS ROOM	Pre-training to introduce new press smoothly		●	●	●	●
	Pre-training to introduce new technologies or process more rapidly		●	●	●	●
TEAM BUILDING	High skills level continuity, problem solving, teamwork & communication		●	●	●	●
PRODUCTIVITY	Less waste and downtime, high quality, on-time		●	●	●	●
QUALITY	Correct use of quality control tools (densitometer, gloss meters, etc.)		●	●	●	●
	Systematic training adapted to developing all skill levels		●	●	●	●
APPRENTICES	Introduction to process; no risk, low cost and rapid. Confidence		●	●	●	●
NEW STAFF	Introduction to process; no risk, low cost and rapid. Confidence		●	●	●	●
ASSISTANT PRINTERS	Completion, consolidation and extension of problem solving skills		●	●	●	●
HEAD PRINTERS	Transfer of problem solving skills		●	●	●	●
SUPERVISORS	Teamworking		●	●	●	●
PRE-PRESS	Realities of image and print process		●	●	●	●
SALES & CUSTOMER SERVICE	Understand constraints of process; anticipate/avoid problems speak common language; credible customer advice		●	●	●	●
CLIENTS	Differentiation of company; investment in training; high image		●	●	●	●
	Forge personal/professional bonds		●	●	●	●
MAINTENANCE	Understand constraints of process		●	●	●	●
MANAGEMENT	Speak common language; anticipate/avoid problems		●	●	●	●
	Understand constraints of process		●	●	●	●
	Speak common language; anticipate/avoid problems		●	●	●	●
	Productivity and motivation benefits of training & best practice		●	●	●	●
GLOBAL	Motivation of staff, visible investment in their future, some positive fun		●	●	●	●
	Attracting and retaining staff		●	●	●	●
	Providing career paths with plan, program, assessment		●	●	●	●
	Improve internal and external company image		●	●	●	●
	Cross-department training to improve understanding/performance		●	●	●	●

Sinapse Graphic International - Simulators & Software for the Graphic Arts

Please send this questionnaire by fax to Monica Laffite: +331 69 35 07 15

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