

New Hire Introduction and Training Agenda

TIME	ACTIVITY	RESPONSIBILITY
5 min.	Meet in lobby (escort to Training Room)	-----
10 min.	Overview of company and products	-----
15 min.	Plant Organizational Structure	-----
2 hrs.	Soldering/Assembly training (Leader) Soldering iron operation (Helper) Assembling PC Board Quality Evaluation	----- ----- ----- -----
30 min.	Component Identification	-----
30 min.	Manufacturing Aides/Samples How to read/interpret: ISO9000 Work Instructions	----- ----- -----
2 hrs.	Soldering/Assembly Training (Leader) Assembling motherboard (Helper) Quality Evaluation	----- ----- -----
15 min.	Material Handling Procedures Totes ESD Concerns Components	-----
60 min.	Assembling practice motherboards (Leader) Use of Resolving tool and yoke (Helper)	----- -----
10 min.	Clean-up	-----

New Hire Introduction and Training Agenda

S A M P L E

Day 2

TIME	ACTIVITY	RESPONSIBILITY
10 min.	Meet in lobby (escort to Training Room)	-----
20 min.	Cellular Manufacturing – Concept (All responsible) <u>S</u> afecheck, <u>A</u> gainst, <u>F</u> aults, & <u>E</u> rrors	-----
20 min.	Ergonomics Work Practice Use of Tools Use of Equipment Use of Chairs	-----
30 min.	Teaming	-----
20 min.	Plant Tour Shop Floor layout Bells, Casteria, Evaluation Process, Safety Guide, First Aid kit	-----
1 hr.	Cell Review Stockroom Swage/Prep Light Directed Installation Wave Solder Operation PD/AC Cells Pre and Post Production Production Test AOQL Area Shipping Warehouse **Limit group to 6. Each group with supervisor/lead **	-----
20 min.	Introduction to Quality Assurance Quality Data – First Pass Yield Who’s Responsible for Quality? Quality Audits Defect Data Sheets	-----
40 min.	Defect Identification Good/Bad Solder Joints Component Installation Hardware	-----

New Hire Instructional Training Agenda

D 2 nti ed

TIME	ACTIVITY	RESPONSIBILITY
20 min.	Red Tags	-----
1 hr.	Cellular Manufacturing Breaking into cells Work from Mfg. Aides Check previous steps Build a QUALITY product Move products	-----
15 min.	Introduction to Manufacturing Meeting with Plant Manager	-----
2 hrs.	Assigned Work Station Observe Peer Performance	-----
15 min.	Review of progress with Supervisor/Lead	-----

New Hire Introduction and Training Agenda

SAMPLE

TIME	ACTIVITY	RESPONSIBILITY
10 min.	Meet in lobby (escort to Training Room)	-----
30 min.	Review/Question & Answers	-----
20 min.	Training Evaluation/Needs	-----
2.5 hrs.	Assigned Work Stations Doing assigned work observed by peer	-----
30 min.	Lead review of 1st Production	-----
3 hrs.	Assigned Work Station Doing assigned work with Supervisory Checks	-----
30 min.	Review of Production with Supervisor/Lead	-----