Welcome!
Building and Maintaining Successful Training Programs.

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What we need to talk about today

• Where to start
• Hazard analysis
• Producing materials
• Delivery
• Record keeping/ Taking credit
• Auditing
• Who
Where to start

• Where do you start when the project seems overwhelming?

• Don’t be discouraged, you can handle it with ease if you just put a small amount of effort into it.

• Work alone if needed although group is always better.

• The person on top took the 1st step way before they got there!
Hazard Analysis/Risk Assessment

- A hazard analysis provides information intended to assist managers and employees in making decisions for reducing the consequences of unwanted or unplanned negative events.
- Call it a preparation for the unseen.
What risk do you have in your process? Every step should be looked at but not every step will have a problem.

You should evaluate each risk and assign it to one of three categories:

- **LOW**
- **Medium**
- **High**

This is what stops the problem from being a problem any more…. “Whatcha going to do about it?”

After the Mitigation, step always reassess and repeat steps as needed until you can find no further failure.
RISK

LMH

Mitigation

Reassessment

Y N

Mitigation

Repeat if needed
Producing Materials

• Your training materials can be minimal as long as they work, you do not need to write a book.

• Lots of good prepackaged programs out there.

• My suggestion is you have something that covers each of the risks you have identified on your assessment.

• Pictures are important……………. seriously!

• Take the time to type it up now and use it forever. Training produced is money in the bank.

• Unless you are not like me and can remember everything take the time to write down issues when they come up!
Delivery of materials to employees

• You do not have to be teacher of the year…..

• How should you deliver training materials to employees and yourself?

• Yes you have to train yourself!

• The most important aspect is that the material is learned and understood.

• Oh my goodness, not another flow chart!
Training needs

Who
- Trainers
- Employees

Hazard analysis

Robust Program
- Who is responsible

High
- HOW OFTEN
- HOW TO ADMINISTER
- TAKE CREDIT FOR IT

Medium
Low
- Process auditing
  - Who is responsible
Record Keeping

• Getting credit for your work requires **DOCUMENTATION**!

• If it wasn’t documented it did not happen.

• A three ring binder, computer file, or a filing cabinet full are all ok options.

• A pile of papers on your desk that you can maybe find something someday is not cool.
Auditing

• You have to audit your training process and record keeping.

• A process not audited is one that is doomed to failure.

• Someone has to actually look at records and training.

• Make sure your process is followed and not just checking the box.
Who is going to do all of this?

- Set up a standard.
- Write down who, what, when, where, and how often.
- Stick to the code!

*PIRATE CODE*
They’re more guidelines, than actual rules
Summary

• What's the risk?
• How do you teach others?
• With what?
• Who does it?
• Who's checking on it?

• You can do it!