

Metals Manufacturing Skill Panel

Meeting Minutes

October 7, 2009

Next Skill Panel Meeting: November 10th, 8:00-9:30 at Worksystems

Attendees: Kim Freeman, MHCC; Heather Ficht, Jesse Aronson, WSI; Terry Smith, PCC Structural via conference; Dennis Boyd, HVAC and Metals Institute; Juli Potts, Wendy Normand, Leatherman; Carol Chislett, Vigor Industrial; Jeannie Brault, Schnitzer Steel; Heather Noel via conference ESCO.

Minutes:

I. Marketing Subgroup debrief

Marketing subgroup met to determine a marketing strategy for the classes offered. Group identified several marketing strategies:

- Streamline the signup process
- Clarify course description
- Post a calendar of scheduled classes on the WSI website
- Create a metals company survey to determine what classes should be offered and the best method of delivery
- Re-engage with companies that have not utilized the trainings through their input on the survey

The subgroup determined the main issue with the classes not being filled was that the classes offered were not needed or that they were offered in the incorrect format. It was decided that a survey of companies is necessary to help guide what new classes are chosen.

Action Items: Jesse will email ESCO's template to the group for feedback. Do we want to use this format as a standard format for course descriptions?

WSI will now be the single point of contact for signing up for MHCC, PCC, and OIT courses. To register employees, provide Jesse with the class title, employee email (if available), employee name and job title.

WSI will post a calendar of scheduled classes on their website.

II. Survey Development

WSI created a starting point for the survey. Together, the group edited and finalized the survey. The purpose of the survey is to get an accurate read on what trainings are needed by companies, the best method of delivery, and to gauge how many employees a company will be able to send to a specified training.

The survey will first be sent individually to companies with a **two week completion deadline**. It is intended to be distributed to employees at different levels in the company (e.g. production managers). WSI will then return the data to individual companies to validate. A follow-up survey will then be sent to all companies to determine common needs and guide the new training selections.

Action Item: Jesse will send companies an individual survey. Please distribute the survey and complete in two weeks.

III. Other Business

All currently scheduled classes will continue as scheduled unless they do not fill up in time.

Action Item: Jesse will update the training list with himself as the single point of contact.

Action Item: MHCC will contact Leatherman to coordinate running the Business Math for Manufacturing class onsite.

Next Skill Panel Meeting: November 10th, 8:00-9:30 at Worksystems