

Metals Manufacturing Skill Panel

Meeting Minutes

April 1, 2010

Next Skill Panel Meeting: April 28th, 8:00-9:30 at Worksystems

Attendees: Jesse Aronson, WSI; Carol Chislett, Vigor Industrial; Linell Wortman, Imperial Mfg; Brenda Brown, Leupold and Stevens; Dennis Boyd, HVAC and Metals Institute; Mary Davis, PCC; Jeannie Brault, Schnitzer; Juli Potts, Leatherman; Aaron Sorenson, MHCC.

Minutes:

I. Training Update

- Finalized upcoming training times (see attached training calendar or on WSI website)
- The new trainings purchased come out to \$8,329 more than is available in the current round of funding. When the 24 unused Kinetic vouchers are de-obligated this would bring the total amount over budget to \$2,929 that would need to come out of the next round of funds. Leatherman had let 20 Kinetic vouchers go back to support the new training purchase however, that very same day one of their departments said they could use them. The skill panel agreed to give Leatherman the 20 vouchers back.
- With four vouchers (maybe more) coming back and some potential cost savings in the new training purchase, the amount needed from the new funds will be around \$6,000. \$44,000 will be available to purchase new trainings.
- The group expressed interest in receiving a training confirmation that had directions and parking instructions.

Action Item: Mary Davis will send training confirmations to companies for the PM Basics classes.

Action Item: Jesse will send out the course description for the Eastside PM Basics class.

II. New Training Discussion

Interact Performance Problem Solving: The group discussed how many classes the new certified trainers could hold. There are 6 people that will be certified as trainers. It was proposed that each trainer would hold one class at their company. The class would leave several spaces open for companies that did not send someone to be certified as a trainer. The cost for course materials is \$235 a person and it is estimated that each class would have 12 people. The group was also interested in the possibility of co-teaching classes.

Since metals companies need to have a training plan in place and start training in June, Jesse asked if any companies could hold 1 or 2 trainings in June. Leupold and Stevens thought they would be able to hold the first training in June. Other companies thought they would not be able to until Fall.

Action Item: Panel members will research at their companies when would be a good time to hold trainings and how many trainings are needed. Email Jesse when you know an approximate date and number of trainings needed.

Action Item: For companies that are not having a worker trained as a trainer let Jesse know how many people you would like to send to receive the Performance Problem Solving training.

Other New Trainings: The group discussed other potential new training purchases.

- Leupold and Stevens is interested in Peer Mentoring and Precision QA
- Discussed need to fund training for low skilled workers. Training ideas included general Communication and Employability Skills (critical thinking, problem solving, conflict resolution, personal habits, etc.) and a class for blueprint reading.
- Group discussed certifying workers as Achieve Global trainers. Trainers could then train more workers.
- Discussed basic computer skills training for entry level workers.
- Discussed training for employee performance management and how to assist low skilled workers to move up the career ladder.
- Discussed certifying trainers to instruct on OSHA 30.

With the new funds the group will need to get a minimum of 3 bids from vendors for the desired trainings and select which vendor will best meet the needs of the group. Companies were definitely interested in offering the Blueprint Reading and General Communication and Employability Skills and gave Jesse the ok to get bids for these trainings.

Action Item: Jesse will get bids from vendors for Blueprint Reading and General Communication and Employability Skills trainings prior to the next meeting. Please send any info to Jesse that you would like to see covered as part of these trainings.

Action Item: Brenda from L&S will send Achieve Global train the trainer info to Jesse to forward to the group for consideration.

Action Item: PCC will send Jesse an outline for a Performance Management training to forward to the group for consideration.

III. Other Business

Group members discussed strategies they were implementing for performance management. Skill panel meetings can also be used to network and share best practices.

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