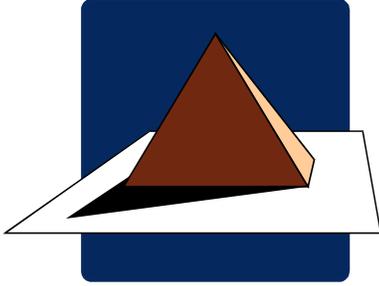


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Newsletter ~ A.T.T.A.C Training

How effective is your training in achieving long-term skill improvement? If it is not successful, you may be pulling on a door marked **PUSH**. Please enter here!

How do you plan and provide for training? Is it comprised of on-the-job training and some classroom instruction with handouts and an occasional test? As each year passes, the demand is greater to reduce overall costs. The methods currently used to train personnel may be ineffective as well as inefficient. Consider these possibilities:

1. Training material presented may not meet the requirements.
2. Some students who attend the class will not necessarily use the training.
3. The students may not have a comprehensive evaluation.
4. The instructor and his methods may be ineffective.
5. The long-term skill improvement may not be followed up by observation and certification.

One cost effective method to address new skills or improve old practices is through the use of the A.T.T.A.C. Training Process. What is A.T.T.A.C.? This acronym stands for **Assess, Train, Test, Audit**,

and **Certify**. Each step in the process is critical for a successful training program.

The first step is to **Assess** the training needs by evaluating skill performance. Following are a couple examples used in assessing the training needs: Equipment failures may identify common improper work practices; Reviews may reveal a lack of understanding of the tasks. The list of training topics should be prioritized by the greatest financial benefits.

The second step is to provide **Training** according to one of two categories. First, departmental training should be provided based on safety and general skill definitions. Second, specific training should be limited to the individuals who are directly involved with the associated tasks. Training time should target the material which was identified in order to be cost effective.

The third step is to provide written *and* hands-on **Testing** at the completion of the training session. This step is important to evaluate the short-term knowledge gained. Tests also provide immediate feedback on the classroom training.

The fourth step is to **Audit** the training by observing the personnel practicing the lessons. The audits help

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clear up “fuzzy” comprehension by providing immediate feedback. Additionally, audits provide a long-term evaluation of the effectiveness of the training program. Auditing is the *most critical* step.

The final step is to **Certify** the individual’s training. Certification indicates that the student meets the employer’s requirements.

Are you still pulling the door marked ***PUSH?*** Open your door of opportunity with **A.T.T.A.C.** training by contacting us today.