



EXCELLENCE

in

MANUFACTURING TRAINING AWARD

SME's Excellence in Manufacturing Training Award honors a manufacturer who demonstrates exceptional commitment and dedication to upskilling the workforce, enhancing talent, and preparing new and incumbent employees for a successful career in manufacturing.

To apply for the Excellence in Manufacturing Training Award, please respond to each of the criterion listed below and include specific examples. You are encouraged to attach supporting documentation.

APPLICATIONS ARE DUE BY
FEBRUARY 5, 2024
AT 11:59 PM ET

CONTACT INFORMATION

Name:

Title:

Organization:

Industry:

Number of Employees:

Address:

City:

State:

ZIP Code:

Phone:

Email:

TRAINING PROGRAM INFORMATION

Please describe how your organization implements best practices for building a high-performance workforce training program in each of the following areas. add: Please place a check mark in the box next to areas if you are providing related examples for the criteria.

1.0 POLICIES AND PROCEDURES

1.1 Describe and provide samples of training processes and procedures you use for the design, implementation, and continuous improvement of training and development programs within your organization. **EXAMPLE PROVIDED**

1.2 Describe how training and development programs are clearly documented, communicated and mandated through policies and procedures at your organization. **EXAMPLE PROVIDED**

1.3 Describe how your organization oversees training programs. **EXAMPLE PROVIDED**

1.4 Describe do learning and development initiatives engage each level of your organization.

**EXAMPLE
PROVIDED**

1.5 Describe how qualification and career pathways are clearly documented and communicated.

**EXAMPLE
PROVIDED**

1.6 Describe how training and development is supported through your organization.

**EXAMPLE
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2.0 JOB DEFINITION

2.1 Describe your use of Job Task Analysis (JTA) methodologies and provide samples for how job analysis has resulted in the output of training and development programs, career development opportunities, and employees' success in their current and future roles. **EXAMPLE PROVIDED**

2.2 Describe how Job Standards and critical skills required by the job are incorporated into training programs. **EXAMPLE PROVIDED**

2.3 Describe how workers job role knowledge and skills are validated. **EXAMPLE PROVIDED**

3.0 CURRICULUM

3.1 Describe how curriculum is developed, presented, and maintained through best applications in adult learning theory.

**EXAMPLE
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3.2 Describe how standard learning objectives and skills are developed and verified.

**EXAMPLE
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3.3 Describe how your program allows employees the opportunity to learn, practice, and perform prior to being released to a job.

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3.4 Describe how your organization uses technology, equipment, and instructional materials to support the curriculum and instructional process.

**EXAMPLE
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3.5 Describe how test and assessments are used to verify competency.

**EXAMPLE
PROVIDED**

4.0 TRAINING INFRASTRUCTURE

- 4.1 Describe the processes in place that effectively record, measure, and report on learning and development performance and success. **EXAMPLE PROVIDED**
- 4.2 Describe how your company mission, vision, and strategic goals support performance and workforce development and are integrated into training and development plans. **EXAMPLE PROVIDED**
- 4.3 Describe your organizations top three priorities for learning and development for the next year. **EXAMPLE PROVIDED**

5.0 QUALITY AND CONTINUOUS IMPROVEMENT

5.1 Describe what makes your training and development program unique and different from other organizations. **EXAMPLE PROVIDED**

5.2 Describe training program key performance indicators measured, data to support your results, and strategic outcomes achieved. **EXAMPLE PROVIDED**

5.3 Describe how your organization effectively uses all resources available, including college partnerships, workforce development groups, outside vendors and consultants as needed. **EXAMPLE PROVIDED**

5.4 Describe how you ensure trainers are properly trained to conduct classroom instruction, OJT and skills assessments.

**EXAMPLE
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5.5 Describe how training programs are reviewed regularly to identify areas for improvement and best practices.

**EXAMPLE
PROVIDED**

5.6 Describe an example of how learning and development programs have resulted in positive impacts to the business performance of your organization.

**EXAMPLE
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5.7 Describe how tests and assessments verify competency and help determine skills levels.

EXAMPLE
PROVIDED

SUPPORTING DOCUMENTATION

Please provide samples of any materials you feel will demonstrate how your training program is a leader in manufacturing training. Please indicate in the attachment's file name which criteria your samples support:

- Training process and procedures documents
- Job Task Analysis
- Standard work or work instructions
- Job role competency or body of knowledge list
- Job qualification or job progression documents
- OJT materials
- Classroom training materials, exams, and assessments
- Online training materials
- Video

Save your file. Email application and supporting documents to Dave Ewers at dave.ewers@toolingu.com.

SUBMIT APPLICATION