

PLASTICS MOLDING COMPANY GENERAL INSTRUCTIONS	PREPARED BY: PRESIDENT	DATE: 04/15/04	PAGE 1 OF 1
	APPROVED BY: GENERAL MGR.	REVISION: A	GI-HR3
TITLE: IDENTIFY TRAINING NEEDS			

1.0 PURPOSE

The purpose of this procedure is to describe the method used in identifying employees need for training.

2.0 SCOPE

This procedure applies to the Personnel department and the methods used when an employee needs further training for his/her job.

3.0 RESPONSIBILITY

The General Manager is primarily responsible for the adherence to these procedures.

4.0 DEFINITIONS

N/A

5.0 REFERENCE DOCUMENTS

PFHR2 - PFHR15

6.0 PROCEDURE (See Figure 1 attached)

1. Should the General Manager, Personnel Manager or supervisor notice area that an employee needs training any time during the year, a discussion of training possibilities will be discussed.
2. The results of that discussion will be reviewed with the employee.
3. Should the employee agree to the training, the General Manager or the Personnel Manager will arrange for the employee to attend the class or on-the-job training.
4. Should the employee not agree to the training, their future with PMC will be presented to them.
5. Upon completion of training, the Supervisor or General Manager shall evaluate the effectiveness of the training to deem the employee competent. A record of their participation will be placed in the training log for future reference, if needed.