

# NIMS On-the-Job Training Workshops

Developing and  
Certifying On-the-  
Job Trainers

A solution for companies seeking  
consistency and productivity.

- ◆ Acquire knowledge to be fully competent trainers
- ◆ Demonstrate essential training skills & abilities
- ◆ Prove training subject matter expertise



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## Who Should Attend

- ◆ Employees who Train Others

## Reasons To Attend

- ◆ Consistency
- ◆ Increased Productivity

## Please Note

- ◆ Companies can be any size
- ◆ No previous experience with NIMS is necessary
- ◆ A formal training program is not required

## Skills Development and Certification of On-the-Job Trainers

### Training Methodology

- ◆ The Show-Tell-Do-Check Training Cycle
  - ◆ Preparation
  - ◆ Execution
  - ◆ Follow-Up
- ◆ Application/Implementation Aids

### Coaching

- ◆ Coaching Roles
- ◆ Coaching Rules
- ◆ Coaching and Feedback
- ◆ Application/Implementation Aids

### Communication

- ◆ The Communication Process
- ◆ Barriers to Communication
- ◆ Communication Skills
- ◆ Questioning Techniques
- ◆ Application/Implementation Aids

### Adult Learning Styles

- ◆ Adult Learning Principles
- ◆ Adult Learning Guidelines
- ◆ Learning Styles
- ◆ Application/Implementation Aids

### Peer to Peer Participant Training Demonstrations.

Each participant will conduct three training demonstrations incorporating the above competencies. Each participant will also gain perspective by acting as both evaluator and trainee.

### Preparation and Registration for the Theory Exam

The theory examination was designed by the industry to test participants' knowledge and skill sets which have been gained through the workshop. Participants will complete sample test questions and will be oriented to the NIMS online testing system.

Satisfactory completion of the training demonstrations & theory exam will result in national certification.

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## Sampling Of Companies with NIMS Certified Training Personnel

- ◆ Southern Manufacturing Technologies, FL
- ◆ Rexam, IL
- ◆ United States Mint, PA and CO
- ◆ Oberg Industries, PA
- ◆ Nex-Tech Aerospace, KS
- ◆ Pratt & Whitney, ME
- ◆ Methods Machine Tools, MA
- ◆ Eaton Hydraulics, PA
- ◆ Ohio Stamping & Machining, OH
- ◆ Unitech Inc, MO
- ◆ OKAY Industries, CT
- ◆ DMG / Mori Seiki, IL

## Benefits to Your Company

- ◆ Credentialed, certified and competent OJT Trainers
- ◆ Consistently trained employees
- ◆ More effective and efficient OJT training process
- ◆ Enhanced employee performance
- ◆ Increased organizational productivity

### *Recruits & Incumbent Employees Will Know*

- ◆ Their training is not left to chance.
- ◆ Their training will be delivered by a nationally certified trainer.

### *Customers Will Know*

- ◆ Your employees' skills are developed by nationally certified trainers.
- ◆ They will be trained on your products by nationally certified trainers.

### *Quality Auditors Will Know*

- ◆ Your employees obtain structured on-the-job training.
- ◆ Your employees are trained and nationally certified.

### *Trainers Will Know*

- ◆ Their skills will be certified by a nationally accredited organization.
- ◆ Your company has made a substantial investment in them.

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## Selected quotes from workshop participants

Of the May 6, 2008 workshop experience, Rich Casey of Methods Machine Tool commented: "Over the last 30 years, we at Methods have sent a hundred trainers out to our customers. We pride ourselves on the fact that these trainers are experts on our equipment; however, we now recognize that our customers are better served when our trainers also have the skills to effectively teach. We are committed to standardizing what—and how—we teach. Attending this workshop gave me the insight as to how Methods can improve our internal training. We now have the tools and the methodology to train our staff of trainers to more effectively serve our customers."

*Since that time, NIMS has trained and certified 14 Applications Engineers for Methods Machine Tools.*

## Logistics

- ◆ The OJT Workshop includes:
  - ◆ OJT Trainer Workbook
  - ◆ Theory instruction
  - ◆ NIMS registration and testing fees
  - ◆ Practical applications
  - ◆ Instructor-led hands-on demonstrations by participants
  - ◆ Preparation for national certification

***Start improving productivity  
and consistency within your  
company now!***

***Schedule an On-the-Job Trainer  
Workshop today!***

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# NIMS On-the-Job Training Workshops

## Facilitators

### Debra Bultnick

Debra Bultnick's credentials include experience as the the Manufacturing Liaison for Minnesota's Department of Employment and Economic Development. Ms. Bultnick works with manufacturers, educational institutions, trainers and the state in sharing best practices in the effective transformation of workforce skills.



Ms. Bultnick is an experienced evaluator with the Minnesota Quality Award and has assisted organizations in improving their processes using the Baldrige criteria for quality. She is a member of the Advisory Board for the Minnesota Center for Manufacturing and Engineering Excellence.

### Charles (Chuck) Guiste

Charles (Chuck) Guiste is the Executive Director of the Precision Manufacturing Institute (PMI) - a manufacturing training center dedicated to producing a highly skilled workforce for the industry . PMI has three locations in western Pennsylvania including Meadville, Sharon and Ridgeway. Mr. Guiste joined PMI in 2009 following a career with Penn United as Training Director. He holds a Bachelor of Science in Human Resources from Geneva College.



Mr. Guiste is a Member of the NIMS Expert Panel that developed the NIMS Competency Based Apprenticeship Program and the NIMS Structured On-the Job Training Program. Under his direction, Penn United's training center produced the nation's first NIMS Certified Machinist and the first NIMS Certified Press Setup Operator.