

PERFORMANCE DEMONSTRATION REPORT (PDR)

TRAINING COORDINATOR SKILLS CERTIFICATION

CANDIDATE INFORMATION

Candidate:

Name: (Please Print) _____

Mailing Address: _____

City _____ State _____ Zip _____

Candidate's Employer:

Company Name: (Please Print) _____

Mailing Address: _____

City _____ State _____ Zip _____

Contact Information: Voice # _____ Fax # _____

Sponsor:

Name: (Please Print) _____ Title _____

E-mail Address, if available: _____

PERFORMANCE DEMONSTRATION REPORT (PDR)

TRAINING COORDINATOR SKILLS CERTIFICATION

This **Performance Demonstration Report (PDR)** is the official report for documenting successful performance in meeting NIMS requirements for the credential identified above. The PDR should be used with the information regarding policies and procedures for credentialing as provided by NIMS.

Who is involved in completing this PDR?

NIMS requires that each candidate for a credential have a **sponsor** from the metalworking company in which he/she is employed. The sponsor is an individual authorized to represent the company, especially in personnel matters, and serves as the liaison between the company and NIMS. The sponsor has responsibilities for record keeping and reporting to NIMS, coordinates the credentialing process within the company, and is required to sign-off on certain documents in the PDR.

The candidate's **supervisor** needs to be informed as to the credentialing process, know the specific requirements of the PDR, and must sign-off on the Work History and Experiences and Training History and Experiences component of the PDR.

The performance **evaluator** should be a NIMS-designated representative or an in-plant training expert who considered fair and reliable, and has effective communication skills. The evaluator uses direct observation of the on-the-job performance of the candidate on the selected project to complete the skill checks of the PDR and to attest that the candidate [1] was able to satisfy the standards included in the skill checks, and [2] followed all applicable company training program policy and procedural guidelines.

As appropriate, the evaluator can be the candidate's supervisor or the company's credentialing sponsor. However, the same individual **cannot** serve in all three capacities [evaluator, sponsor, and supervisor].

What is the role of the PDR?

The PDR provides the company and candidate with a record (or logbook) of observed on-the-job performance. A complete PDR is also the vehicle that will allow eligible candidates to take the NIMS written examination for the above credential. All parties involved in executing this PDR, whether supervisors, sponsor, evaluator, or candidates, should take care of this record and be sure that it is accurate, kept up to date, filled out correctly, and properly stored. All information recorded in the *PDR* should be considered **CONFIDENTIAL**.

Candidates may attempt to earn several credentials as applicable to the company and facility in which they work, or as appropriate to the job, or in pursuit of career goals.

How is the PDR structured?

There are four components to this PDR:

1. Report on Work History and Experience
2. Report on Training History and Experience
3. Skill Checks
4. Affidavit of Successful Completion.

The PDR opens with a form to report the candidate's Work History and Experience and Training History and Experience; all elements of these reports must be acknowledged and documented.

The actual work performance required for the credential is assessed by an evaluator who reviews the work products and/or observes the skills of the candidate in real work settings in the process of implementing a structured training program application project. Skill Checks required for credentialing are clearly marked with the title - **PDR SKILL CHECK in part 3 of this PDR**. Each Skill Check must be successfully completed. In addition, the structured training program application project must be completed as planned and according to the performance attainment standards.

The PDR sets forth methodologies and standards for each competency area. The company may add to these methodologies and standards to conform to its O-J-T training program, policies and procedures. Any changes should be noted in the space provided for the competency and signed off on by the evaluator and supervisor as part of the documentation of the specific proficiencies or competencies developed through the O-J-T training. Because the PDR is a process that occurs over time, these Skill Checks provide documentation of the attained skills of the candidate.

Once the PDR has been completed, then what?

The final component of the PDR is the Affidavit of Successful Completion. Each **successful** Skill Check attempt must be entered into this affidavit and signed/initialed by the evaluator. When all skill checks have been fulfilled and the Work History and Experiences report is completed, then the affidavit must be signed by all required parties – Sponsor, Supervisor, Evaluator, and the Candidate.

The **entire** PDR is then sent to NIMS where it is reviewed to assure completeness. NIMS will retain the Affidavit of Successful Completion as its required documentation that performance requirements for the credential have been met. The PDR, less the affidavit, is then returned to the Credentialing Sponsor who then schedules a time with NIMS for the written exam for the credential.

For additional information about administering *PDR Skill Checks*, see *NIMS Guide to Administering Performance demonstration reports*.

Part 1

WORK HISTORY AND EXPERIENCES REPORT

TRAINING COORDINATOR

Duty Cluster and Critical Work Activities	Date Completed	Supervisor Initials	Candidate Initials
Candidate has demonstrated competency in working collaboratively with others and directing the work of others in training program design and implementation			
Candidate has demonstrated competency in the <i>planning of training programs</i>			
Candidate has demonstrated competency in the <i>organization of training programs</i>			
Candidate has demonstrated competency in the <i>direction of training programs</i>			
Candidate has demonstrated competency in the <i>control of training programs</i>			
Candidate has demonstrated competency in the <i>coordination of training programs</i>			
Candidate has demonstrated competency in <i>competency-based training development</i>			
Candidate has demonstrated competency in recognizing <i>personal styles</i> and how they impact learning and performance			
Candidate has demonstrated competency in treating co-workers as <i>adult learners</i> and has fostered an environment of continuous learning and process improvement.			
Candidate has demonstrated <i>coaching qualities</i> consistent with the position and level of responsibility.			
Candidate has demonstrated <i>communication skills</i> consistent with the position and level of responsibility.			

Please Note: All of the above elements of work history and on-the-job experiences must be met.

Part 2

TRAINING HISTORY AND EXPERIENCES REPORT

TRAINING COORDINATOR

Training Record	Date Completed	Supervisor Initials	Candidate Initials
Candidate has proof of completion in a training program(s) that encompasses <i>training coordination and development skills</i> including <i>O-J-T program development</i>			
Candidate has proof of completion in a training program that included <i>adult learners</i> and learning styles as a topic			
Candidate has proof of completion in a training program that include <i>coaching skills</i> as a topic			
Candidate has proof of completion in a training program in a training program that included <i>communication skills</i> as a topic			

Please Note: All of the above elements of training history and experience must be met.

Part 3

PREPARING TO ADMINISTER THE SKILL CHECK

TRAINING COORDINATOR

Performance Conditions

Setting: **O-J-T Project Application Observations/Material Review.** The candidate will develop and implement a structured training program project, including O-J-T and related instruction, for the company or department. Or, the candidate will provide documented evidence of prior comparable experience in developing and implementing such a program. Through this project or evidence from prior experiences, the candidate will demonstrate the ability to manage and oversee the administration of training for new, incumbent and advancing employees. The candidate will demonstrate training-related competencies in the areas of planning, organization, direction, control and coordination and competency-based training development. The candidate will also demonstrate competencies in communication skills, coaching, working with adult learners, and knowledge in the process of program development and implementation. The candidate will implement the project or provide evidence that demonstrates prior program implementation to the prescribed NIMS minimum standards - or better. The candidate will monitor the implementation of the application and evaluate the results achieved through it against the program's purpose and objectives or provide evidence of such monitoring and evaluation of a structured training program.

Training Material

Structured Training Program

or

As specified in Structured Training Program Application Project materials from prior program presented for review

Equipment And Measuring Instruments

Safety Equipment:

- As specified in the Structured Training Program

Tools, Equipment, and Materials:

- As specified in Structured Training Program

Measuring Instruments

- As specified in Structured Training Program

Attainment Standards

1. 100% of Structured Training Program (Application Project or evidence from prior programs) developed and implemented, according to the established schedule and budget
2. 100% of compliance with training-related competency
3. 100% compliance with competency standards for communications skills, leadership, adult learning, and personal style
4. 100% conformance with all plant training policies and procedures
5. 100% conformance with all company policies and procedures

Candidate Directions

The Structured Training Program and the tools, equipment, materials and supplies required will be used to implement the company/department's O-J-T training. All plant safety procedures and company training policies and procedures **must** be followed. The final result of the O-J-T Program will be a fully implemented program based upon the candidate's planning, organization, direction, control and coordination skills.

Evaluator Instructions

For successful completion of this skill check, the candidate must demonstrate the ability to develop and implement the Structured Training Program under controlled assessment conditions on an application project. All work must be completed to the established standards, or better.

Before administering the skill check:

- Read and review the ***PDR, NIMS Training Coordinator Self-Directed Workbook*** and the ***Company Training Coordinator Implementation Plan for the Candidate***.
- Ensure that you have a copy of this Skill Check for the candidate to use while working. Ensure that the candidate has access to all required resources for development and implementation of the O-J-T Program or collection and submission of evidence of having developed and implemented such a program.

Do **not** provide assistance to the candidate during the Skill Check. Monitor the candidate's performance throughout the structured training program application project and/or during the review of prior structured program data and evaluate against established criteria [NIMS or company standards].

Before starting, the Evaluator may discuss appropriate Structured training program issues or information and company training requirements with the candidate.

When the candidate indicates that he/she has completed the Skill Check project, or when the maximum time allowed for the development and implementation of the application project has expired or the candidate indicates that all documented evidence of prior program implementation has been provided, then assess the final results.

Checklist

Scoring Procedures: First review all the Process/Performance Standards. Then, observe or review the material required to assess the candidate's performance for each element in the Skill Check and mark the Checklist if the standards were attained [Yes or No]. Note that the results must conform to NIMS or company-established minimum standards.

Important Performance Evaluator Note

The Candidate for this certificate can satisfy the requirements on the Skill Check competencies listed below either by doing a Structured Training Program application project or by submitting materials from prior programs for review

- Competency Area 1: Planning of Training
- Competency Area 2: Organizing of Training
- Competency Area 3: Direction of Training
- Competency Area 4: Control of Training
- Competency Area 5: Coordination of Training
- Competency Area 6: O-J-T Training Methodology
- Competency Area 7: Training Program Development

For the following competencies, the candidate must be directly observed and evaluated either during the application project, as part of the review and discussion of prior Structured Training Program materials, or during workplace interactions related to on-the-job training and development of new, incumbent and advancing employees:

- Competency Area 8: Communication
- Competency Area 9: Coaching
- Competency Area 10: Adult Learner
- Competency Area 11: Personal Styles
- Competency Area 12: Multiple Task Management

TRAINING COORDINATOR

JOB INFORMATION

Candidate Name: _____

Other: _____

Competency Area	Process-Performance Standards	YES	NO
1. Planning of Training (Workbook Module 1)	<input type="checkbox"/> Reviewed the O-J-T program's purpose <input type="checkbox"/> Assisted in the establishment/implementation of a planned O-J-T program <input type="checkbox"/> Administered training needs analysis and skills assessment <input type="checkbox"/> Prepared training plan and budget and secured financing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Organization of Training (Workbook Module 2)	<input type="checkbox"/> Developed or maintained training information and record keeping system <input type="checkbox"/> Developed or maintained training rewards and recognition system	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Direction of Training (Workbook Module 3)	<input type="checkbox"/> Developed or modified training policies and procedures <input type="checkbox"/> Administered training staff development	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4. Control of Training (Workbook Module 4)	<input type="checkbox"/> Monitored training implementation according to plan <input type="checkbox"/> Monitored trainee performance on required statistics <input type="checkbox"/> Monitored trainee progress using information and record keeping system <input type="checkbox"/> Measured training effectiveness employing company tools <input type="checkbox"/> Prepared reports for management regarding performance against plan, training metrics, trainee progress and training effectiveness <input type="checkbox"/> Developed corrective action and performance improvement recommendations, as required	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		YES	NO

<p>5.Coordination of Training (Workbook Module 5)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Assisted in employee recruitment and screening <input type="checkbox"/> Scheduled training <input type="checkbox"/> Orchestrated affiliations with partners such as community colleges, voc-tech schools and local associations <input type="checkbox"/> Procured additional funding or grants 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>6. Training Methodology (Workbook Module 6)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensured that the O-J-T training was developed and conducted according to the show, tell, do, check format and included as defined below: <input type="checkbox"/> Determined trainee's prior experience <input type="checkbox"/> Showed the trainee how to do the job – demonstrated proper procedures and behaviors <input type="checkbox"/> Told the trainee how to do the job – explained the more complex or difficult aspects of job and emphasized correct methods including safety <input type="checkbox"/> (Do) Had the trainee perform the job (either simple parts first or whole job -depending on job difficulty) – asked questions to confirm knowledge and understanding during skill application tasks and had trainee repeat task, as required <input type="checkbox"/> Checked the trainee's performance of tasks – evaluated the performance of the trainee and inspected the results 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>7. Training Program Development (Workbook Module 7)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Oversaw the development and delivery of an O-J-T training program <input type="checkbox"/> Oversaw the Analysis of current situation and needs of trainees <input type="checkbox"/> Oversaw Design of training - included setting of objectives and development of lesson plan/training outline <input type="checkbox"/> Oversaw the Development of all required training materials <input type="checkbox"/> Oversaw the Implementation of the training – <input type="checkbox"/> Oversaw the Evaluation of the training <input type="checkbox"/> Oversaw the development of job aids and checklists used for training purposes 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>8. Communication Skills (Workbook Module 8)</p>	<p>In completing the application project or during this assessment period, the candidate must demonstrate competence in using the all of the following communication skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Precise Message Transmission: organized and presented material well. Explained all new and unfamiliar terms. Was accurate, brief and clear in communications. <input type="checkbox"/> Active Listening: Focused on body language and tone of trainee to ensure what was said was understood <input type="checkbox"/> Describing Behavior: stated clearly what was done correctly or incorrectly 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

		<u>YES</u>	<u>NO</u>
	<ul style="list-style-type: none"> <input type="checkbox"/> Checking for Understanding: asked probing questions to ensure that instruction was understood <input type="checkbox"/> Paraphrasing: stated/repeated in own words what was said <input type="checkbox"/> Providing Feedback: evaluated performance and gave assessment , assistance and information in a constructive and positive way to facilitate learning and development 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9. Coaching (Workbook Module 9)	<p>In completing this application project or during this assessment period, the candidate must demonstrate competence in the following roles:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advocate: got others to buy-in and support the development and implementation of the program <input type="checkbox"/> Collaborator: worked well with others to get the program developed and implemented <input type="checkbox"/> Motivator: established a positive learning environment for the company and the employees involved in O-J-T 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10. Adult Learner (Workbook Module 10)	<p>In completing this application project or during this assessment period, the candidate must demonstrate competence in ensuring that adult learning theory was employed in the training program by ensuring that adhered the following guidelines:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Treated the learner as an adult <input type="checkbox"/> Transmitted required information simply and directly <input type="checkbox"/> Emphasized and explained how the learning can be applied <input type="checkbox"/> Related the learning to the goals of the learned <input type="checkbox"/> Took the prior experience of the learner into account in delivering the training <input type="checkbox"/> Maximized the opportunity for two way communications and exchange of information and ideas during the training <input type="checkbox"/> Listened to and respected the opinions of the trainee <input type="checkbox"/> Listened carefully to and responded well to trainee questions <input type="checkbox"/> Provided positive reinforcement to the learner <input type="checkbox"/> Encouraged the learner to be a resource to himself and other workers <input type="checkbox"/> Recognizing trainee's dominant learning style (listening and reading; observing and imitating; doing and receiving feedback) and adapted instruction in response to that style. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

		<u>YES</u>	<u>NO</u>
11. Personal Styles (Workbook Module 11)	In completing this application project or during this assessment period, the candidate must demonstrate competence in recognizing and responding to the following four personal styles in training program design and implementation: <input type="checkbox"/> Introvert or extrovert <input type="checkbox"/> Big picture or detail oriented <input type="checkbox"/> Feeler or thinker <input type="checkbox"/> Present or future oriented	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

12. Multiple Task Management (Workbook Module 12)	<input type="checkbox"/> Put a structured O-J-T management system in place which enabled the effective and efficient scheduling of O-J-T tasks <input type="checkbox"/> Ensured adherence to the management system <input type="checkbox"/> Did all required record keeping and reporting <input type="checkbox"/> Ensured compliance with all safety/company procedures <input type="checkbox"/> Managed all communications effectively regarding O-J-T with all levels of company personnel <input type="checkbox"/> Performed all the other aspects of his/her job in a timely and high quality manner <input type="checkbox"/> Managed time effectively and efficiently using some type of personal time management system	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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FINAL PERFORMANCE STANDARDS

The Structured Training Program is Implemented as Expected When:

- The candidate's performance met or exceeded NIMS minimum O-J-T criteria standards, as modified to conform to company requirements.
- The candidate performed all of the process steps proficiently according to the Structured Training Program application project or materials provided for prior such programs
- The candidate provided accurate and legible information for all required training reports and recommendations
- The Candidate demonstrated ability to deal with all stakeholders in a positive and constructive manner.
- The Training Program application project implemented was planned and achieved the expected result
- All company training policies and procedures were followed

Signatures: _____ Date: _____

(Evaluator)

_____ Date: _____

(Candidate)

Part 4

Affidavit of Successful Completion

TRAINING COORDINATOR

Candidate _____ Date: _____

Directions: This page is a compilation of all the performance requirements for the Training Coordinator credential. This affidavit documents that the candidate has successfully completed all performance requirements; that is,

- the Work History and Experiences report requirements have been met,
- The Training History and Experiences requirements have been met,
- the application project has been completed and standards attained,
- All Final Performance Standards have been attained.

All parties involved in assuring that the documentation contained in this PDR is accurate and complete must sign the affidavit. When this affidavit is completed, it should be sent **in its entirety** to NIMS at the indicated address.

Part 1.

All Work History and Experience Requirements Have Been Met	Date of Completion:	Supervisor's Initials:
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Part 2.

All Training History and Experience Requirements Have Been Met	Date of Completion:	Supervisor's Initials:
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Part 3.

Describe Nature of Training Application Project or Materials Reviewed From Prior Structured Training Programs	Date of Completion of Project/Material Review	Evaluator's Initials

Part 3. continued

Candidate has demonstrated proficiency in each of the following Training Coordinator competency areas in completing the application project or during the assessment period	Date of completion of skill check	Evaluators Initials
1. Structured Training Program: Planning of Training		
2. Structured Training Program: Organization of Training		
3. Structured Training Program: Direction of Training		
4. Structured Training Program: Control of Training		
5. Structured Training Program: Coordination of Training		
6. O-J-T Training Methodology		
7. Training Development		
8. Communication Skills		
9. Leadership		
10. Adult Learner		
11. Personal Styles		
12. Multiple Task Management		

FINAL PERFORMANCE STANDARDS

Directions: After reviewing all PDR SKILL CHECKS, check the boxes ONLY if all O-J-T Training Assignments have met these performance standards.

The Structured Training Program is Implemented as Expected When:

- a. The candidate's performance met or exceeded NIMS minimum criteria standards, as modified to conform to company requirements.
- b. The candidate performed all of the process steps proficiently according to the Structured Training Program
- c. The candidate provided accurate and legible information for all required training reports and recommendations
- d. The Candidate demonstrated ability to deal with all stakeholders in a positive and constructive manner.
- e. The Structured Training Program was implemented as planned and achieved the expected result
- f. All company training policies and procedures were followed

We do hereby attest with our signatures that the candidate named above has completed all necessary PDR requirements for the Training Coordinator credential.

Evaluator's Signature

Date

Sponsor's Signature

Date

Supervisor Signature

Date

Candidate Signature

Date

COMMENTS:

Keep a copy of the entire PDR for your records and send a second copy to NIMS:

- By fax to (703) 352-4991; Attn. Workshops
- By email (scan and send) to support@nims-skills.org
- By mail to NIMS, Attn.