HOW TO USE OUR FOCUSED TRAINING MODULES

STEP 1 ***Review the Lesson Content***

Preview the video training lesson for the module to determine which employees at your facility could benefit from this training. Focus on the following criteria:

- Who would benefit directly from learning this topic?
- Who should know about the concepts covered in this module?

STEP 2 ***Complete the Training Plan***

List all the employees identified in STEP 1 in your **TRAINING PLAN** for the module. We recommend that you identify your employees by job description (such as all the technicians or operators) and use this to track their progress throughout the training initiative.

STEP 3 ***Have Your Employees Watch the Video Training Lesson***

Have each employee on your training plan sit down and watch the video training lesson. We suggest that you train from the top down: This will help you get everyone on the same page.

STEP 4 ***Carry out the On-The-Job Training***

Identify a few knowledgeable employees who can take the others out to the plant floor and cover the **ON-THE-JOB TRAINING SHEET**. Be sure to complete this step within a week of completing STEP 3.

STEP 5 ***Quiz Your Employees***

Have each employee on your training plan take the **TRAINING QUIZ**. To pass the test, your employees must answer at least 3 out of the 4 questions correctly. If they fail the quiz, have them repeat STEP 3 and STEP 4 before giving them another opportunity to pass the quiz.

FOCUSED TRAINING MODULE #1

Troubleshooting with a Process Log

A Routsis Associates
Profitability Through Skill Development

TRAINING PLAN

Employee Name	Training Lesson	On-the-job Training	Passed Quiz

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ON-THE-JOB TRAINING SHEET

Training Facilitator:	
Training Participant:	
Training Date:	
Training Location:	*In front of a running molding machine with process log in hand*

Ask employees to identify the process log and have them explain each piece of information they are required to enter.

Explain how to use the process log and describe a scenario in which it would be very useful:

- If shift 1 had flash on the parts and decreased the injection pressure to fix it, what should the next shift do first correct sinks?

  ANSWER: Return the pressure back to where it was.

- If the parts were to flash the same way two weeks later, what should you do?

  ANSWER: Check the process log. If the injection speed has been lowered to fix it before, you can try the same thing.

Discuss how useful this tool can be, and impress upon them how much easier this process log will make their jobs on them in the long run.

Ask them how many process changes should be made at one time. Answer: 1

Explain that changing multiple parameters at one time does not save time. Such actions make it nearly impossible to determine the true nature of the problem. The most efficient troubleshooters can steadily and systematically correct issues one parameter change at a time.

Recommend that they use a piece of paper to write down changes to the process and always return changes which did not work. Explain that failing to do this can often cause other problems in the process if too many things are adjusted.

Discuss how employees will not be held responsible for any problems with their processes if they follow procedures properly and document their process changes.

FOCUSED TRAINING MODULE #1

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TRAINING QUIZ

Facilitator Name:	
Participant Name:	
Date:	

Question #1:

Process Logs are only used to document adjustments to process parameters. *(circle one)*

True or **False**

Question #2:

The first step in troubleshooting is to… *(circle one)*

A. Review the process log

B. Understand and identify the defect

C. Determine when the defect occurred

D. Examine the part for other defects

Question #3:

The most efficient troubleshooters change one parameter at one time. *(circle one)*

True or **False**

Question #4:

List all the information required to be written down on your company's process log.
(write your answer in the space below)

FOCUSED TRAINING MODULE #1

Troubleshooting with a Process Log

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TRAINING QUIZ ANSWERS

Passing Score:	3 of the 4 questions must be answered correctly

Question #1:

Process Logs are only used to document adjustments to process parameters. *(circle one)*

True or **False**

The process log should also include any changes in material, repairs to the machine, or modifications of molding equipment that occur while the application is active.

Question #2:

The first step in troubleshooting is to… *(circle one)*

A. Review the process log

B. Understand and identify the defect

C. Determine when the defect occurred

D. Examine the part for other defects

The first step taken should always be to identify and understand the present defect. A perceived defect may turn out to be a completely different defect after being reviewed closely.

Question #3:

The most efficient troubleshooters change one parameter at one time. *(circle one)*

True or **False**

Explain that changing multiple parameters at one time does not save time. The most efficient troubleshooters can steadily and systematically correct issues one parameter change at a time.

Question #4:

List all the information required to be written down on your company's process log.

This is a plant-specific question requiring your input. List the information required for your company's process log and be sure that all your employees understand each item they need to record.