Training Participants Profile (send to customers)

**Project: Date:**

**Company**

**Contact Name: Phone:**

**Email address:**

To prepare an adequate training estimate, please fill how many people you expect will need to be trained.

|  |  |  |  |
| --- | --- | --- | --- |
| **NUMBER OF EMPLOYEES TO BE TRAINED** | | | |
| **TYPE** | **1ST SHIFT** | **2ND SHIFT** | **3RD SHIFT** |
| **Operators** |  |  |  |
| **Mechanics** |  |  |  |
| **Electricians** |  |  |  |
| **Electronic Technicians** |  |  |  |
| **Stationery Engineers** |  |  |  |
| **Supervisors** |  |  |  |
| **Other:** |  |  |  |
|  |  |  |  |

1. How many, of each group, can be off the floor and in training at one time? (Estimate)

Operators Mechanics

Electricians Electronic Technicians

Stationery Engineers Supervisors

Others:

1. Are there any union limitations that would not allow employees to train on shifts other than their own?
2. Any other union guidelines that we should be aware of that would affect the training?
3. Are there any language issues that we may encounter while training? (Ex. Operators only speak Spanish)
   * Operators
   * Maintenance Staff

If other languages are spoken, what are those languages?

1. What type of training documentation do you want?

(We’d be happy to make recommendations.)

Check as many as appropriate.

Manuals

Job Aids

Troubleshooting Guides

Others:

1. Is there any other training information that we should be aware of as we prepare a cost estimate for you?

**This will help to ensure that adequate training is budgeted for.**

**Thank you!**