

TRAINING: THE UNIFYING ELEMENT

SUMMARY

Traditions in training are well established for this industry, and for good reason. For over twenty-five years there has existed a continuous shortage of highly-skilled workers available as employees. This is why it is so important to invest in training at all levels. This may very well include entry employee training, management, upgrading of skilled craftsmen or traditional apprenticeship. Planning for and investing in your future human resources, is as important as planning your capital needs or any other resources.

WHY TRAIN?

Training is your key to developing an available skilled labor pool. It also acts as a motivational or even a recruitment tool. Your involvement in training should include making conscious training decisions, and developing a comprehensive plan for employee development and training. Whether your employees are trained in-house or in conjunction with a traditional college or technical school, you will find you need a comprehensive employee training and development system. When you have such a system, your employees will be happier, more productive and will be more likely to stay with your company.

WHAT IS AN EMPLOYEE TRAINING AND DEVELOPMENT SYSTEM?

An employee training and development system means having clear hiring criteria, well organized training objectives, coupled with opportunities to advance within the occupation and receive recognition and rewards that build commitment.

HOW TO BEGIN

You must begin by recruiting and hiring people who can succeed. We all know that no amount of leadership, training or management skill can overcome a wrong decision in selection and hiring. It makes good sense to make the best possible hiring decisions.

NTMA offers a fee-based Entry Employee Testing Service. The service is part of NTMA's Employee Selection System which includes a manual explaining the fourteen key points needed to make the best hiring decision. The test battery measures one of these points-technical aptitude.

After employers administer the tests, test forms are forwarded to NTMA. NTMA reports back the raw scores and an interpretation of how the applicant's scores compared with those of journeymen who have been shown to be successful in the metalworking industry.

While basic education skills are clearly a must, the ability to read adequately and perform basic mathematics calculations is no guarantee that a person possesses other characteristics necessary to succeed as a tradesperson. NTMA's Testing Service evaluates aptitude, not achievement. This provides the basis for a legal defense of your selection.

HOW NTMA CAN HELP

NTMA provides leadership, guidance and assistance to member companies and local groups on all forms of training. Eight Association Chapters currently own and operate local school facilities. These Chapter schools provide a variety of training programs, including basic pre-employment training, related training for apprentices, and specialized training for existing journeymen in state-of-the-art developments.

Chapter training centers are supported and supplemented by NTMA members and by interacting with local school systems. Plant tours for students and school administrators are conducted regularly. In addition, brochures describing the industry's challenging career opportunities have been published and distributed widely to students, guidance counselors, teachers, school administrators, and other interested parties on a single free copy basis.

RECRUITING TOOLS

An important adjunct to NTMA training activities is an extensive and continuing effort to heighten the public percep-

tion of the metalworking industry. NTMA offers a career information brochure highlighting opportunities in the metalworking field. Several videos including "The Toolmakers Art" are also available.

CURRICULUM AND TRAINING MATERIALS

NTMA offers a complete catalog of textbooks and other training materials. In 1982, after a thorough industry wide self analysis, NTMA developed the Metalworking Training System (MTS), consisting of 320 modules of instruction, including curriculum and lesson plans, covering four years of related apprenticeship training. The modules are targeted for machinists. Future modules are planned for occupational specialties, such as tool and diemaking, moldmaking, jig-grinding and CNC machining.

NTMA's Metalworking Training System can be used by individual employers or groups of employers for in-plant programs, as well as apprenticeship related instruction in local high schools and colleges. NTMA continually refines these materials and updates the curriculum libraries of companies and schools that use MTS.

Instructors have found that these new competency-based materials, constructed on a modular basis, are superior to other available materials because they not only identify skills to be taught, but also provide the materials to be used. Each instructional module contains the following: objectives; guidelines for student and instructor preparation; listing of instructional materials needed and suggested reference materials;

suggested presentation sequence; and copy masters for student handouts, quizzes, worksheets, and presentation aids.

OVERALL TRAINING GOALS

Another related goal of these intensified NTMA training initiatives is to compress the time frame of apprenticeship programs. NTMA's goal is to have future programs based upon performance or competency rather than upon time. NTMA's Metalworking Training System is the ideal program to use as a basis for awarding advanced apprenticeship standing to graduates of vocational or public school programs.

All NTMA activities can be grouped under one of the major goals or objectives which guide the Association. One of these goals is . . . "to be the undisputed North American leader in training and education for precision custom manufacturing." To accomplish this broad training objective, NTMA has had, since its organization in 1943, a well-organized, conscientious Education Team composed of industry owners and managers who have shared their talents and experience to improve industry-wide training.

NTMA's Education Director works closely with the national Education Team. NTMA wants to be informed of your training needs and of opportunities to work with local school systems, technical schools or community colleges. Call 1-800-248-6862 for additional information.

<p>This BMA was prepared by NTMA staff.</p>
