



Training Participants Profile

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	1 ST SHIFT	2 ND SHIFT	3 RD 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: _____

2. Are there any union limitations that would not allow employees to train on shifts other than their own?

3. Any other union guidelines that we should be aware of that would affect the training?

4. 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?

5. 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:

6. 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!