



# Effective Training

ANALYSIS • TRAINING & CONSULTING • DEVELOPMENT & IMPLEMENTATION

## Are you training effectively and how will you know?

### IPI Offers 3 Levels of Support

#### LEVEL I - GAP ANALYSIS

IPI will conduct an analysis of current conditions, compare those conditions with the organization's stated goals, generally accepted industry standards, regulatory requirements, and submit a report complete with recommendations to improve work processes and to mitigate identified gaps.

The report will include the necessary backup to support all recommendations. For example, if the project scope of work is to identify training needs and design training curricula, the following activities will be performed:

- Discuss with the client their goals and standards
- Review the regulatory training requirements applicable to the client's processes (e.g., OSHA, EPA, SEMS, FDA, DOT, NRC, ...)
- Review industry guidelines applicable to the client's processes (e.g., API, CCPS, INPO, ...)
- Review voluntary standards of interest to the client (e.g., ISO Quality Standards and OSHA's VPP)
- Review the client's existing documentation (e.g., training materials, policies/procedures, safe work practices, PHA action items related to documentation, PSI, and the last 24 months incident investigations and near miss reports)
- Conduct job and task analysis of each applicable job position to compile a list of tasks performed:
  - Interview a representative sample of job incumbents
  - Interview supervisors, engineers, and managers to validate the preliminary task lists and to identify additional job tasks
  - Evaluate and risk rank job tasks to determine which ones affect the training needs
  - Identify the training needed for successful task performance
  - Sequence the training in a logical order
  - Evaluate existing training materials for inclusion in the new training program
  - Identify gaps in the existing training material
- Design an approach to effectively train/qualify personnel to perform tasks effectively

#### LEVEL II - TRAINING & CONSULTING

#### PRODUCTS

We are prepared to train your team in the development and implementation of effective training materials, procedures, and presentations. The courses are:

- Developing Effective Procedures and Training Materials
- Effective Classroom Training Techniques
- Effective On-the-Job-Training Techniques
- Developing and Making Effective Presentations

To facilitate more effective training, each course can easily be modified to train course participants on your company's actual documentation formats and to include case studies and exercises from your facility to make the training directly applicable to your personnel.

### IPI OFFERING EFFECTIVE TRAINING & LEADERSHIP



#### CORPORATE OFFICE:

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#### TEXAS OFFICE:

713-998-0586

IPI maintains membership in the following organizations:



[MeshingMindandMachine.com](http://MeshingMindandMachine.com)



## Experience

Our consultants have over 100 years of combined experience. All have related college degrees and most have graduate degrees in Industrial Psychology up to the PhD level.

The list below is a sampling of the industries in which our team has worked:

- Oil & Gas
- Refining
- Chemical/Petro-chemical
- Pharmaceutical
- Power Generation
- Pulp & Paper
- Steel
- General Manufacturing
- Food Processing
- Brewery/Distillery
- Airline
- Healthcare
- Medical Equipment Manufacturing
- Computer Chip Manufacturing
- Telecommunications
- Mining

## CONSULTING

IPi will provide the level of assistance needed, as the recommendations identified during the Gap Analysis are implemented. Our consultants will identify training resources that are commercially available, develop customized training, arrange for scheduling of the training, and in many cases, conduct the actual training. In addition, IPi consultants are available to work with your team members as long as needed in order to assist with:

- Program Implementation
- Assisting course attendees as they become comfortable applying the skills they learned in the course(s)

### LEVEL III - PROGRAM DEVELOPMENT AND IMPLEMENTATION

IPi will temporarily relocate a team of professionals to your site to complete the tasks identified in the project's scope of work. All personnel assigned to any project will have the necessary skills to effectively perform assigned duties.

IPi will assign the number of professionals to the project needed to complete the project within the requested timeline.

IPi's approach ensures extensive involvement of client's personnel. This teamwork and organizational involvement increases the quality and accuracy of the programs. More importantly, it increases the acceptance of the programs by personnel that will use these tools to improve the organization's effectiveness.



## Technical Skills Training

IPi will assist with the procurement of commercially available training materials and custom design and develop any site specific training materials needed by your organization. After the material is developed, we are prepared to provide classroom and field maintenance trainers in subjects from shaft alignment to transmitter calibration. In the operations areas, we offer instructors for courses ranging from system and equipment operation to field on-the-job training. We offer both operations and maintenance trouble-shooting skill training.

## Professional and Leadership Training

IPi will custom design and develop any professional skills training needed by your organization. We offer a full range of professional and leadership training including:

- Effective Communication Skills
- Motivation
- Leadership
- Coaching
- Mentoring
- Supervisor 101
- Stress Reduction
- Organizational Development
- Organizational Behavior

IPi, celebrating over 10 years of service!