



# TRAINING PLAN

Studies have shown that the most successful and productive employees are those who have received a good training. That is one of our goals.

It is our policy to not limit training solely to new employees; organized, ongoing training programs will maintain employees' skill at high levels.

It is important for our company that the employees understand the connection early on, so they can feel the training as something useful and not view the training sessions as a waste of time.

We see the training, not as an expense but an investment. While it's true that training can be costly up front, it's a long-term investment in the growth and development of our human resources.

**Goals and benefits** are the following:

- Provide a good training to new employees to qualify them for their jobs
- Provide a refresher course to our employees, being up to date is key for a successful work
- Increased efficiencies in processes, resulting in financial gain - Successful and productive employees
- Increased job satisfaction and morale among employees - All employees should take the necessary steps to hone their skills and stay on top of their profession and field of work
- Increased capacity to adopt new technologies and methods
- Increased innovation in strategies and products

The "**Employees Training Manual**" is divided in different sections:

- Tables signature supervisor/department
- employee Hygienic Practices
- HACCP guidelines
- departments sheet

**Comment [D1]:** unclear

**Comment [D2]:** Use consistent style re capitalizing first letter.

The **sheet** is divided in different sections:

- Equipment: Explanation of the machines in use and the flow process.
- Notes: Provide reminders to procedures and critical points.
- Safety: Provide images and explanation of the signs on the machines and to focus on safety aspects. Safety training is critical where working with heavy equipment, hazardous chemicals, repetitive activities, etc., but can also be useful with practical advice for avoiding accidents etc
- General Cleaning Procedures: Provide proper procedures to clean main machines of the process.

- Specific Cleaning Procedures: Provide knowledge of what happens during the sanitation process.

**Location:** Training will be held in the conference room for knowledge skills (professional and technical) and the plant for practical skills.

**Training Development:** Supervisor: All the supervisors are trained as a group. Employee: Employees are trained individually within each department. Previous, current, and new employees will be trained for the department in which he/she works or will work and for the general hygienic practices and eventually a refreshment of HACCP principles. We want to insure that every employee can have the time that he/she needs to understand and to do not disturb the process. After the training the employees will be test during work. The direct supervisor of the department, QA, or SQF department shall periodically monitor employees' knowledge of their job. The trainers are QA, SQF or HR person/persons. The training will be maintained as the records. Supervisors and Employees sign the appropriate form every time they are trained.

**Comment [D3]:** reword

**Comment [D4]:** does this mean during work hours? At the work site?

Signature/date:

SQF Practitioner/QA Manager \_\_\_\_\_

Trainer facilitator \_\_\_\_\_