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The training process includes three main steps for a new employee: 1- Induction Course This course conducted for the new employee to make him/her familiar with the Meany's basic issues like: 1- Code and ethic 2- Safety and health policy 3- Legislation 4- Employee hand book 5- Process manual (SOP) All the previous Issues should be summarized In manuals by the HER department depending on the Job description.

These manuals should be handed to the new employee to read them and become more familiar with the company codes and procedure Instead of leaving the new employee to ask other employee. 2- Orientation The second step in the training process is to make the new employee more familiar with the company working environment which done at two main levels: 1- 1st Program: this program includes a Job rotation in deferent company sections for short periods, where the new employee awareness increased about the company operation. - 2nd Program: In this program the new employee observe the work in his section to learn how the work is done form his/her colleague, after that the new employee handled the new Job under observation. 3- Performance Appraisal (result) In this step the result from performance appraisal used to assess the strength and weakness of the employee and decide what type of training Is needed to Improve his/ err weakness and benefit from his/her strength.

Type of training: 1- Managerial Training: 1-Time management 2- Problem Solving 3-Leadership 4- Report Writing 2- Technical: According to technical needs 3- Behavioral: 1- Conflict management 2- Dealing with customer 3- Stress management Level of Training Organizational level: training is needed here to achieve the company strategic 2- Company expansion 2- Task level:

according to Job description 3- Personal level: according to single employee strength and weakness.

For example if the employee is weak in time management, so he/she need time management raining. For example if the employee have leadership attitude we can benefit from his/her strength by giving him/her leadership training. Transfer of learning into workplace needs: 1- Management Support: 2- Work environment : the work condition and tools EDDIE EDDIE is instructional design model that can be used to build training program for the company .

Now let's see how we can use EDDIE model in the training process: 1- Analysis: A good analysis of the company situation and its employee knowledge, skill and ability can provide important information about the training needs for the organization at three levels (organization, task, personal) The analysis phase of EDDIE model contain main four steps: 1- Instructionalgoals: here we need to decide what is the goal of our training program according to the organization needs?

The goal can be at any level (organizational, task, personal) for example at the organization level the goal can be improve the employee knowledge, skills and ability to achieve ISO excellence, or it can be at the personal level improve the time management skills, or at the skills level like how to weld iron. 2- Instructional analysis: here we need to define all the steps accessory to achieve the instructional goals, if our instructional goal was to learn an employee how to weld iron the steps can be: 1. Clean and prepare the steel that need to be welded 2. Ware safety equipment 3.

Turn on welding machine 4. Weld Joint slowly 5. Clean the Joint after welding

3- Learner Analysis: here we need to understand what already the learner knows instead of give him/her a training that he/she does not need. This can be accomplished by studying the available employee knowledge and skills that they have and decide what the necessary training that they need is. 4-

Learning Objectives: here we need to build a learning objective of the training, it include what the employee should be able to do after taking the training. Suppose that our training was how to weld iron, the objective should be: 1 . Scribe the welding process (ability) 2. List the needed welding equipment (Knowledge) 3. Ability to weld in three different technique (skill) 4. List type of irons that can be welded (Knowledge) 2- Design 1- Design

Assessments: here we create an assessment tools to assess if the learner and ability has been improved. In other world we need to check if the training aerogram has achieved its goal that has been decided in the analysis stage consider the learner knowledge, skills and ability, thus the idea is not to trick the learner but to make sure that the goal has been achieved.

And this tool can be used later to check the effectiveness of the training program and decide what aspect of the training need to be improved. The assessment tool can be a paper test (multiple choice) or practical test (demonstration of using a machine). 2- Choose a Course Format: here we need to decide the medium by which the course is presented to the learner, it can e a class room, through internet, printed material or a combination. 3- Create an Instructional Strategy: here the instructor has to decide how to

deliver the training, that's including the following tools and learning component: Tools learning Component 1.

Lectures 2. Reading 3. Projects 4. Discussion 5. Activities 1 . Pre-limitations activity: motivate the learner by showing the value of the training(how will benefit them), show the course objective. 2. Content Presentation: direct to the objective with examples 3. Learner Participation: enable the student to reactive their new information and provide them with feedback. 4.

Assessment: Quizzes 5. Follow Through Activity: review main all the training material to provide the student holistic view. - Develop 1- Create a sample: create a sample of the basic instruction martial depending to the previous two phases of EDDIE (analyze, design) to make sure that is consistent with the organization needs and objective. 2- Develop the Course Material: after the management approve that sample of the training build the whale the material with depth 3- Conduct a Run-through: run a rehearsal using all the media and material hat has been created to get a feedback and make sure everything is k. - Implementation 1- Training the Instructor: most of the time the one who develop the training program is also the one who teach the training, but in case the instructor is different personae than the training developer, the instruct should be trained on the course material 2- Prepare the Learners: here the instructor has to make sure that the learner should have the need tools and knowledge to attend the training like prerequisite, material needed, time to attend the training. - Arrange the Learning Space: room, chairs, tables, and projector. - Evaluation 1- Formative Evaluation (at each stage of EDDIE): The evaluation should be done through each phase of the EDDIE model. 1 . One-to- evaluation: This evaluation done one to one

between the instructor and the learner to check the effectiveness of the material to check its: 1. Clarity of the material: is the material clear and easy to understand 2. Feasibility of the material: how practical is the material. 2.

Small Group Evaluation: same as the above but for group (Clarity, Impact, Feasibility) 3. Field trial evaluation: here we create real time rehearsal and check if the learners are able to utilize their training to deal with the situation. (Clarity, Impact, Feasibility) 2- Assumptive Evaluation (at the end of the training): the purpose of this evaluation is to prove the worthiness of the training by evaluation the outcome of: 1. Reaction: getting the reaction of the learner about the training using agree-disagree. . Learning : knowledge (test), skills (performance test), 3. Behavior : test in actual situation to check if the learner using the new knowledge and skills 4. Result: how does the training does affected the organization in profit, productivity, moral, Job satisfaction Performance management is a set of activities and evaluations that ensure the company is being effective and efficient in the process of meeting its goals and it is ongoing process that evaluates day-to-day performance.

It analyzes different elements inside the company structure, such as the 1- performance of the overall company, 2- performance of a specific department, 3- performance process, product or service 4- performance of employee Managers and supervisors act as coach by setting realistic goals and encouraging the employee to achieve these goals, then measuring the result daily or weekly Performance management methods are more flexible

than Performance appraisal, and its parameters more tangible concentrate on what an employee can realistically achieve in a day of work.

Performance appraisal is intended to measure the performance of employees inside the company for a year. Performance appraisal can be considered as a single step in management performance-a step that focuses on the employee's past performance. Managers and supervisors act as Judge for the employee work performance by identifies weaknesses and strengths of the employee and set a plane to improve his knees ability utilizing his strength. Performance appraisal use structured and formal method in evaluating the employee, these evaluations consist of specific measures at specific area and they based on the company goals.

Performance appraisal sets a high performance measurement to show employees what is expected and encourage them to meet those expectations. Performance management process is a systematic process that contains the flowing component: 1- Planning (Setting expectations) planning means setting performance expectations and goals for groups and individuals to achieve the company goals. Getting employees involved in the planning process will help them understand the goals of the organization, what needs to be done, why it needs to be done, and how well it should be done.

Also this step measurable, understandable, and achievable. 2- Monitoring performance Monitoring well means continually measuring performance and providing ongoing feedback to employees and work groups on their progress toward reaching their goals. 3- Developing. Developing means improve the

capacity to perform and this can be done by addressing the developmental needs of their employees by training and improve the irking process to become more effective and efficient. 4- Rating.

Rating meant rating the employee against performance standard by summarize employee performance, this rating help the manger compare the performance over time or between the employee 5- Rewarding. Rewarding means rewarding good performance and this can be by day-to-day recognition (like say thank you) or it can yearly like cash and time off. It Lifelong, self-monitored process of career planning that involves choosing and setting personal goals, and formulating strategies for achieving them.

Employer: The employer should build a career management program that's meet present and future needs of the company.

Retirement Plans: How long I must be employed before you qualify to participate in retirement plans? Vacation and Paid Time Off How long is the yearly vacation? What is the standard time for the vacation? Disability Insurance: Does this company have disability insurance? Does the company have stock options? My benefit package that I will negotiate is: Medical insurance from the first degree, and it should include my family and my parents. Dental Insurance A bonus at the end of the year that does include at least two months' salary. 30-day yearly paid vacation.