

War Manpower Commission
Bureau of Training
TRAINING WITHIN INDUSTRY
SERVICE
Program Development

*How to Meet a Production Problem
Through Training*

1.—SPOT A PRODUCTION PROBLEM.

Get supervisors and workers to tell about their current problems.

Uncover problems by reviewing records — performance, cost, turnover, rejects, accidents.

Anticipate problems resulting from changes — organization, production, or policies.

Analyze this evidence.

Identify training needed.

Tackle One Specific Need at a Time.

2.—DEVELOP A SPECIFIC PLAN.

Who will be trained?

What content? Who can help determine?

How can it be done best?

Who should do the training?

When should it be done—how long will it take?

Where should it be done?

*Watch for Relation of This Plan to
Other Current Training Plans and
Programs.*

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3.—GET PLAN INTO ACTION.

Stress to management evidence of need—use facts and figures.
Present the expected results.
Discuss plan—content and methods.
Submit timetable for plan.
Train those who do the training.
Secure understanding and acceptance by those affected.
Fix responsibility for continuing use.

Be Sure Management Participates.

4.—CHECK RESULTS.

How can results be checked?
Against what evidence?
What results will be looked for?
Is management being informed—how?
Is the plan being followed?
How is it being kept in use?
Are any changes necessary?

Is the Plan Helping Production?

Responsibility for Training Results

3 The LINE organization has the responsibility for making continuing use of the knowledge and skills acquired through training as a regular part of the operating job.

The STAFF provides plans and technical "know how," and does some things FOR but usually works THROUGH the line organization.

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