

Keithley Learning Process: For Each Course Module

Trainee Gains Knowledge and Skills

Training Module Overview Sheet: *Preparation for Formal Training*

- Basic and summarized information/data about the material contained in a specific course module.
- Used by managers to bring new hires/transfers “up to speed” before formal training takes place.
- Consists of one to two-page highlights of the “formal course training” which will take place.
- Must be part of every Keithley training module “package;” available via hard copy, CD-ROM or K-Net.
- Trainees are expected to review the *Training Module Overview* before taking the formal course.

Formal Classroom/Self-Learning Training: *Based on a Keithley Course Module*

- Formal training taking place at Keithley Corporate Office, at Regional/Global Sites or via Internet/K-Net.
- Facilitated instruction includes lecture, demos, hands-on opportunities and case study experiences.
- Course modules are mandatory or elective (based on employee “training track”); all module objectives are identifiable and measurable; modules may be subdivided into 2-3 increasingly more complex units/levels.

NOTE: several “*course modules*” are bundled together to form a particular Keithley “*training course*.”

Post-Course Actions: *Attendee and Course Module Evaluations*

- Post-course activities determine two primary and critical pieces of curriculum input - -
 1. The extent to which the **attendee** achieved the course module objectives (however, keep in mind that the ability to apply the information learned to Keithley real-world scenarios is not yet tested except in classroom demonstrations and/or simulations).
 2. The extent to which the course **module material/content** accurately reflects its stated objectives (course module deficiencies are noted; agreed upon revisions are made to the course module).

Course module revisions based on documented deficiencies

Trainee Applies Knowledge and Skills to Workplace

Manager Coaching Sessions

- Each course module contains specific coaching suggestions for managers as a means of ensuring the trainee application of information, skills or learned behaviors to the workplace.
- Coaching objectives and measurements are also provided with the module to assist in Keithley employee performance assessment.

OJT, Shadowing and/or Observation

- Course modules contain recommendations to managers for providing trainee activities designed to reinforce proper application of knowledge, skills and/or behaviors learned.
- Objectives and measurement suggestions are provided with the module to assist with Keithley employee performance assessment.

Additional coaching sessions, OJT, Shadowing, or observation required

Final Performance Evaluation of Course Module Attendee

- The net result of each set of Keithley employee course module evaluations (post-course, coaching session, OJT, shadowing, etc.) is part of the overall Keithley HR employee performance assessment process.
- Based on these results, the employee is either (1) recognized for successfully completing the course module or (2) provided with a Corrective Action Plan.

Certificate of Achievement Award

- Course module attendee receives physical recognition of his/her training accomplishment.

Corrective Action Plan

- Attendee’s manager, training specialist and HR present a Corrective Action Plan

Documentation for Human Resources