**Education Dept Manager**

**(Responsibilities/Suggestions)**

**To provide “Training and Testing” of all Company Personnel.**

**NOTE: Product testing (eg Quality Control) would probably be the responsibility of the respective Departments(Engineering, Drafting, Technician, and Computer). The CEO, however, could assign that duty to the Education Department.**

**Priorities**

**I) Immediate training/testing of “fundamentals” at the beginning of the project. Some material (Tutorials/Quizzes/Videos-actual and/or URL’s) will be provided)**

**II) Continual “Advanced Training” through out the life of the project.**

**III) Keep track of Personal Achievements**

**A) Material studied**

**B) Scores**

**IV) Communication with CEO/Dept Heads as regards results of training and any future training/testing.**

**V) Procurement and/or Creation of additional material through out the project.**

**Organization of the supplied material**

**I) Fundamentals (for ALL personnel)**

**II) Advanced**

**A) CEO**

**B) Engineering Dept**

**C) Drafting Dept**

**D) Technician Dept**

**E) Computer Dept**

**F) Education Dept**