

## TRAINING OPTIMIZATION PROJECT

Manufacturing Excellence - VIA Training and Education



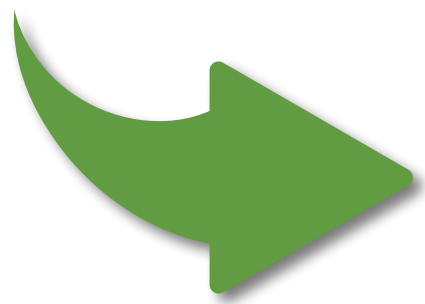
### THE PROBLEM

There is a need for training to be more targeted to an employee's job/tasks and be more efficient to minimize hours spent training and maximize effectiveness.



### THE SOLUTION

Optimize the current state of the training program to ensure targeted and efficient training is provided to employees within VIA at Swiftwater through simplification and reduction in redundant non-value added training.

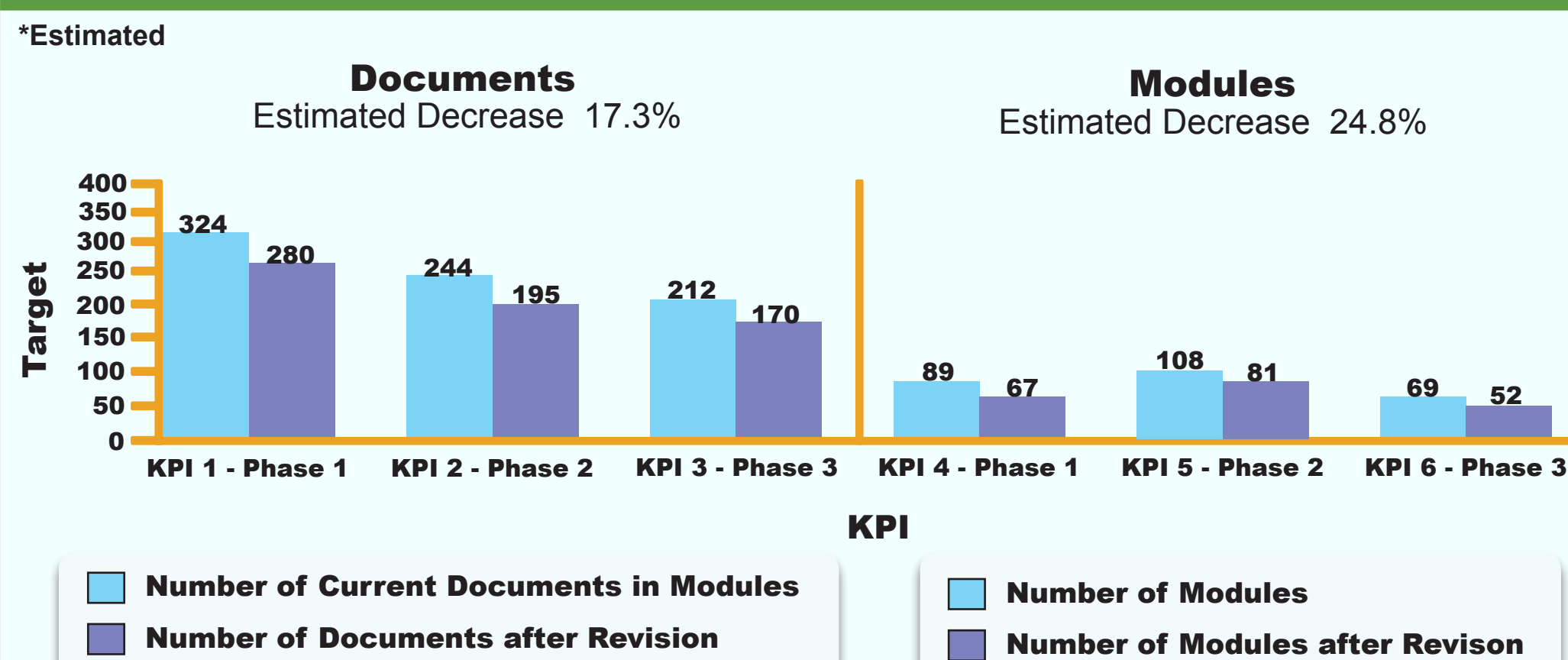


IMPLEMENTATION

### The Training Optimization Project

- 1 Training Module Template Simplification**
  - Simplify training module template to reduce locations for data entry
  - Hours saved for training coordinator role
- 2 Reduction in Document Read Training Requirements**
  - Reduce document version retrain for admin documents.
  - Increase efficiency / increase impact of time spent on training
- 3 Electronic Forms/ Modules in GEODE+**
  - Create electronic forms to reduce use of paper
  - Training module inclusion in GEODE+
- 4 Department Onboarding Redesign**
  - Standardize and optimize department onboarding process
- 5 Agile Training Modules**
  - Reduce module size to allow faster qualification (increased efficiency)
  - Targeted training assignments rather than blanket assignments
- 6 Standardization**
  - Implement standard training modules for like processes that can be applied across flu buildings to reduce redundant training

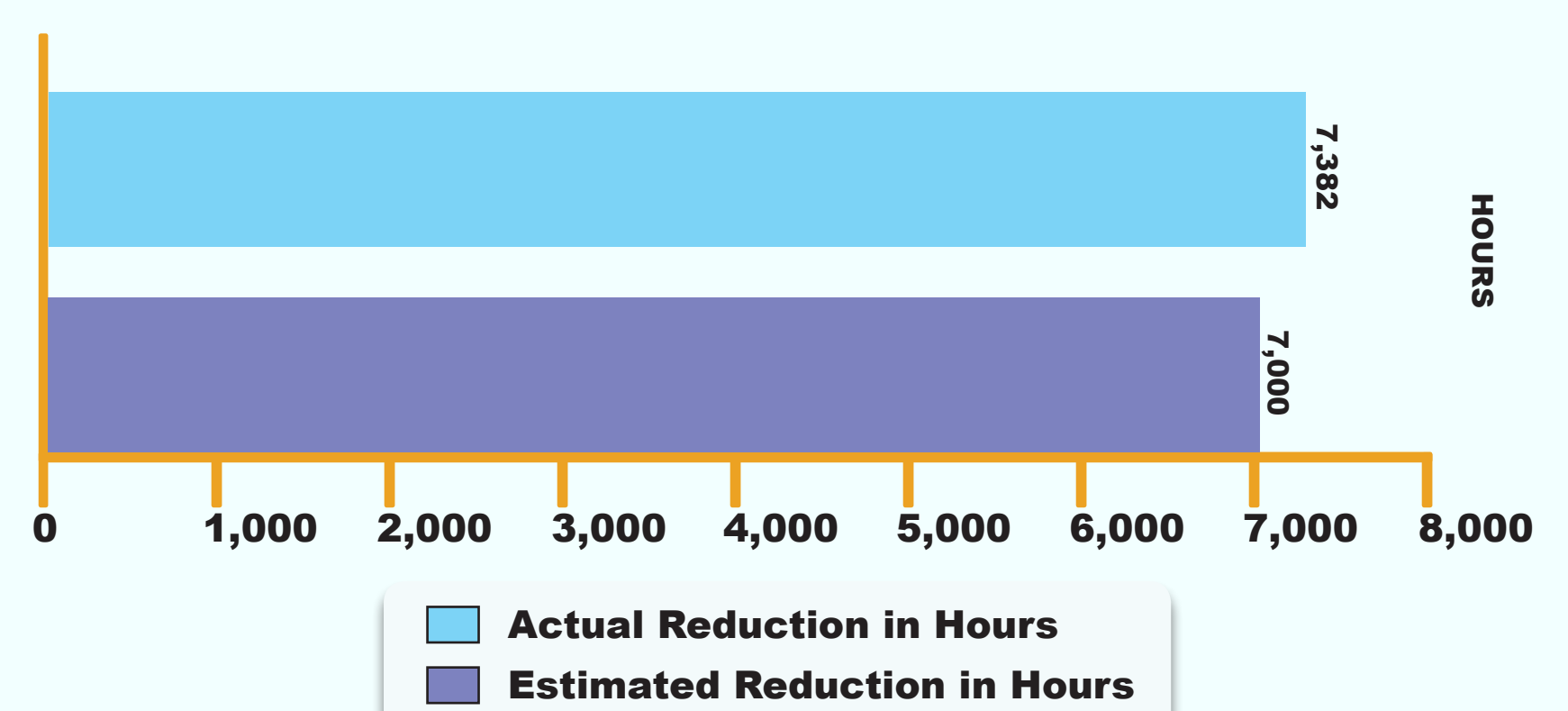
#### REDUCTION OF REDUNDANT DOCUMENTS IN MODULES - ANTIGEN



**Documents:** This graph shows the number of current documents in modules (represented in light blue) and the anticipated revised number of document (in purple). This is a 17.3% decrease in redundant document assignments. Benefits: The benefit is targeted training to a specific role type.

**Modules:** The benefit is the reduced number of modules. This graph shows the number of current modules (represented in light blue) and the anticipated revised number of modules (in purple). This is a 24.8% decrease in overall training modules for an employee and reduces training hours. Benefits: The benefit is reduced amount of time training.

#### BATCH RECORD READ REDUCTION - FFIP



This graph shows a reduction of batch records for an employee. The benefit is a reduced number of hours for non-value added training.

Estimated Decrease in redundant document assignments: 17.3%  
 Estimated Decrease in modules: 24.8%

## BENEFITS



Hours saved for training coordinator role



Hours saved in employee time in FFIP with reduction in batch records read requirements



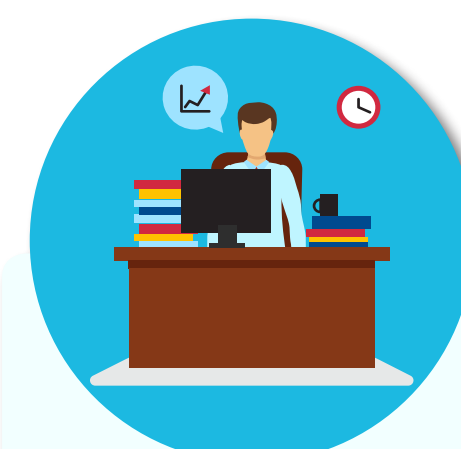
Hours saved for new hire



Targeted training assignments rather than blanket assignments



Increase efficiency/increase impact of time spent on training



Reduction in paper approval process for modules - moving to doc mgt. system

## TIME LINE

FFIP

ANTIGEN

\*Additional Functional Site Areas

2019

Jan 2019 - Aug 2019

Aug 2019 - 2020 Sep