

# Leadership Training

See Dale Carnegie, Fred Pryor, TBR, TrainHR, and Viewpoint tabs for supplemental training

	Safety	Core	Oil
SENIOR VP - ASPHALT MATERIALS	CPR, First AID, AED	Delegation	Asphalt Mix Design
	OSHA 10	Developing Emotional Intelligence	Asphalt Procurement
		EEO and Harassment	Asphalt Supply/Demand
		Employee Engagement	Hot Mix Operations
		Executive Presentation Skills	Microsoft Office
		Finance and Accounting	Understanding Emulsions
		How Managers Become Great Leaders	
		How to Conduct Effective Meetings	
		How to Deal w/ Unacceptable Behavior	
		HR Compliance 101 For Non HR Managers	
		Investment Analysis	
		Leadership	
		Management	
		Project Management Workshop	
		Team Building	
		Workplace Accountability	
AREA MANAGER	Common Modes of Injury	Delegation	Antitrust
	Confined Spaces	Developing Emotional Intelligence	HCSS
	CPR, First AID, AED	EEO and Harassment	Microsoft Office
	Defensive Driving Techniques	Employee Engagement	Viewpoint
	Excavations	Executive Presentation Skills	
	Hazard Communication/GHS	Finance and Accounting	
	Hearing Conservation	How Managers Become Great Leaders	
	Heat Stress Prevention	How to Conduct Effective Meetings	
	Hot Work Permit Program	How to Deal w/ Unacceptable Behavior	
	Housekeeping Basics	HR Compliance 101 For Non HR Managers	
	Incident Reporting	Investment Analysis	
	LOTO	Leadership	
	Overhead Power Lines	Management	
	PPE Use and Limitations	Project Management Workshop	
	Respiratory Protection	Team Building	
	Rules of the Road (Safe Driving)	Workplace Accountability	
	School Bus Awareness-Back to School		
	Staying Focused During Busy Season		
	The Cost of Accidents		
	Traffic Hazards		
	Using Hand and Power Tools		
VP - SALES AND MARKETING	CPR, First AID, AED	Delegation	Antitrust
		Developing Emotional Intelligence	Coaching Salespeople
		EEO and Harassment	CRM
		Employee Engagement	Emulsion 101
		Executive Presentation Skills	How to Conduct Competitor Research
		Finance and Accounting	Microsoft Office
		How Managers Become Great Leaders	Successful Sales Leadership
		How to Conduct Effective Meetings	
		How to Deal w/ Unacceptable Behavior	
		HR Compliance 101 For Non HR Managers	
		Investment Analysis	
		Leadership	
		Management	
		Project Management Workshop	
		Team Building	
		Workplace Accountability	

EQUIPMENT SUPERINTENDENT

## Management Training

See Dale Carnegie, Fred Pryor, TBR, TrainHR, and Viewpoint tabs for supplemental training

	Safety		Core		OT	
EMULSION PLANT MANAGER	Air Quality Training		Business Ethics		Antitrust	
	Confined Spaces		Conflict Resolution		Emulsion 101	
	CPR, First AID, AED		Delegation		Microsoft Office	
	Cut Back Training		Developing Emotional Intelligence		MS Tickets	
	EPA Inspection		EEO and Harassment		PTO Entry	
	Forklift Certification		General Management		Viewpoint	
	Hearing Conservation		How Managers Become Great Leaders		Viewpoint Reports	
	Hot Work Permit Program		How to Deal w/ Unacceptable Behavior			
	Incident and Investigation		HR Compliance 101 For Non HR Managers			
	LOTO		Leadership			
	Machinery and Machine Guarding		Management			
	Materials Handling and Storage		Managing Emotions			
	OSHA 10		Project Management			
	Permit Training (Environmental)		Team Building			
	PPE Use and Limitations		Time Management			
	Respiratory Protection					
	Spill Prevention Plans					
	Storm Water Prevention					
	Welding, Cutting, Grinding					
HOT MIX PLANT MANAGER	Air Quality Training		Business Ethics		Antitrust	
	Confined Spaces		Conflict Resolution		Emulsion 101	
	CPR, First AID, AED		Delegation		Microsoft Office	
	Cut Back Training		Developing Emotional Intelligence		MS Tickets	
	EPA Inspection		EEO and Harassment		PTO Entry	
	Forklift Certification		General Management		Viewpoint	
	Hearing Conservation		How Managers Become Great Leaders		Viewpoint Reports	
	Hot Work Permit Program		How to Deal w/ Unacceptable Behavior			
	Incident and Investigation		HR Compliance 101 For Non HR Managers			
	LOTO		Leadership			
	Machinery and Machine Guarding		Management			
	Materials Handling and Storage		Managing Emotions			
	OSHA 10		Project Management			
	Permit Training (Environmental)		Team Building			
	PPE Use and Limitations		Time Management			
	Respiratory Protection					
	Spill Prevention Plans					
	Storm Water Prevention					
	Welding, Cutting, Grinding					
SUPERINTENDENT	OSHA 10		Business Ethics		HCSS	
	Traffic Control		Conflict Resolution		Microsoft Office	
			Delegation			
			Developing Emotional Intelligence			
			EEO and Harassment			
			General Management			
			How Managers Become Great Leaders			
			How to Deal w/ Unacceptable Behavior			
			HR Compliance 101 For Non HR Managers			
			Leadership			
			Management			
			Managing Emotions			
			Project Management			
			Team Building			
			Time Management			

EMULSION OPERATION MANAGER		Air Quality Training		Business Ethics		Antitrust
		Confined Spaces		Conflict Resolution		Asphalt Emulsion Testing
		CPR, First AID, AED		Delegation		Microsoft Office
		Cut Back Training		Developing Emotional Intelligence		Viewpoint
		EPA Inspection		EEO and Harassment		
		Forklift Certification		General Management		
		Hearing Conservation		How Managers Become Great Leaders		
		Hot Work Permit Program		How to Deal w/ Unacceptable Behavior		
		Incident and Investigation		HR Compliance 101 For Non HR Managers		
		LOTO		Leadership		
		Machinery and Machine Guarding		Management		
		Materials Handling and Storage		Managing Emotions		
		OSHA 10		Project Management		
		Permit Training (Environmental)		Team Building		
		PPE Use and Limitations		Time Management		
		Respiratory Protection				
		Spill Prevention Plans				
		Storm Water Prevention				
		Welding, Cutting, Grinding				

PROJECT MANAGER		OSHA 10		Business Ethics		HCSS
		Traffic Control		Conflict Resolution		Microsoft Office
				Delegation		NECEPT
				Developing Emotional Intelligence		Viewpoint
				EEO and Harassment		
				General Management		
				How Managers Become Great Leaders		
				How to Deal w/ Unacceptable Behavior		
				HR Compliance 101 For Non HR Managers		
				Leadership		
				Management		
				Managing Emotions		
				Project Management		
				Team Building		
				Time Management		

Additional Training Opportunities are available with Dale Carnegie, which provides online courses and seminars.

Dale Carnegie training emphasizes practical principles and processes by designing programs that offer people the knowledge, skills and practices they need to add value to the business.

You can access Dale Carnegie:

- 1: Go to <http://www.dalecarnegie.com>
- 2: Select 'Online Courses' and 'Course Seminars' and choose your topic area
- 3: Enter your zip code, and a list of trainings will populate

If you discover a training that you are interested in, please discuss with your manager and inquire through our Human Resources Manager [Laura.Olshefski@russellstandard.com](mailto:Laura.Olshefski@russellstandard.com)

Additional Training Opportunities are available with Fred Pryor, which provides live seminars, audio conferences, webinars, and books.

You can access Fred Pryor by:

- 1: Go to [www.pryor.com](http://www.pryor.com)
- 2: Select 'Categories' and choose your topic area
- 3: Select your training preference by clicking on 'Find Your Training Now'
- 4: Enter your zip code and a list of trainings will populate

If you discover a training that you are interested in, please discuss with your manager and inquire through our Human Resources Manager [Laura.Olshefski@russellstandard.com](mailto:Laura.Olshefski@russellstandard.com)

# TBR Strategies

Course list

## TOTAL PROCESS RELIABILITY

Total Process Reliability

## COORDINATOR AND CHANGE AGENT

TPR Coordinator/Facilitator Workshops

Change Agent Class

## PM & PDM

Introduction to Predictive Maintenance

Preventive Maintenance Development Workshop

Optimizing Your PM Program

## EARLY EQUIPMENT MANAGEMENT

Early Equipment Management

## LEADERSHIP

Leadership Training

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AUDITING		Auditing
		Refresher Auditing Training

OPERATOR CARE - TPM		Operator Care
		EIT/ Claire Workshops
		5S Workshops
		Proxy Tech Program



RCA & RCFA		Toyota's Kaizen A3 Improvement Process
		RCA Training
		RCFA Training

TECHNICAL		Fasteners Training
		Fundamentals of AC and DC
		Lubrication Basics

TOOLS AND TECHNIQUES		Management of Change - MOC
		Process Mapping (Process Flow Diagramming)
		RACI Chart Training

TRAINING & DEVELOPMENT		Train-the-Trainer Workshop
		Job Task Analysis
		World Class Certification Training
		Job Aid Development Training

CMMS		CMMS Selection Training

Additional Training Opportunities are available with TrainHR, which provides comprehensive webinar's with the flexibility of viewing recorded webinars at your convenience.

You can access TrainHR by:

- 1: Go to <http://www.trainhr.com/>
- 2: Select 'Categories' and choose your topic area
- 3: Available trainings will populate

If you discover a training that you are interested in please discuss with your manager and inquire through our Human Resources Manager [Laura.Olshefski@russellstandard.com](mailto:Laura.Olshefski@russellstandard.com)

## Viewpoint Training

	Title	Link
ACCOUNTS PAYABLE	Learning Center Tour	<a href="https://learning.viewpoint.com/dl.aspx?id=9B176249CE6">https://learning.viewpoint.com/dl.aspx?id=9B176249CE6</a>
	PDF	<a href="http://cdnedge.viewpointcs.com/lms/Module%20Interfa">http://cdnedge.viewpointcs.com/lms/Module%20Interfa</a>
	Syllabus	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	Creating a Vendor	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	Receiving and Processing Invoices	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	Check Selection	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	Payments	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	Voiding Checks	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
ACCOUNTS RECEIVABLE	Syllabus	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	Creating a Customer	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	Invoice Types	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	Cash Receipts	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	Aging Report	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
CASH MANAGEMENT	Syllabus	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	PDF	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	Overview	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	Setting Up A New Account	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	Reconcile Account	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
DOCUMENT MANAGER	Intro	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	PDF Document Management	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	PDF Document Scanning	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
EQUIPMENT MANAGER	PDF	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	Basic Equipment Implementation	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	Equipment Setup Tutorial	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	Categories Simulation	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>
	Cost Codes Simulation	<a href="https://learning.viewpoint.com/ContentDetails.aspx?id=">https://learning.viewpoint.com/ContentDetails.aspx?id=</a>

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	Import a Data File
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	Work Edit
	PDF Work Edit
	Upload Imported Data
	PDF Upload Imported Data

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INVENTORY	Intro (Same as Material Sales intro video)
	PDF Inventory
	Company Parameters
	Locations Setup
	Materials Setup
	Material Orders
	Adjustment Entry
	Transfer Entry
	Bill of Materials
	Physical Count
	Monthly Reconciliation
	PDF Optional Modules
	PDF Company Parameters
	PDF Locations Setup
	PDF Materials Setup
	PDF Material Orders
	PDF Adjustment Entry
	PDF Transfer Entry
	PDF Bill of Materials
	PDF Physical Job Count
	PDF Monthly Reconciliation

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JOB COST	Syllabus
	Overview
	Jobs, Contracts, and Phases
	Job Cost Change Orders
	Job Cost Reporting
	Projections

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JOB COST FINANCIAL MANAGER	JCFM Intro
	JCFM Job Cost Report
	JCFM Projected Gain/Loss
	JCFM Work in Process Report
	JCFM Contract Profit Report

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MATERIAL SALES	Intro (Same as Inventory intro video)
	PDF Customer Sales Process
	PDF Job Sales Process
	PDF Inventory Sales Process

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	PDF Ticket Entry Customization
	PDF Hauling
	PDF Fuel Surcharge

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## NAVIGATING VISTA

	Exploring the Main Menu
	Exploring Folder Options
	Function Keys
	Working with Grids

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## PAYROLL

	Syllabus
	Overview
	Adding an Employee
	Creating a Payroll Period
	Entering Time
	Calculating Net Pay and Burden
	Paying Employees
	Updating Other Modules
	Closing Payroll
	PDF Payroll Basics

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## PURCHASE ORDERS

	Tutorial
	Changer Order Entry
	Receiving
	PO Close

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## REPORTING

	PDF Exporting A Report to Excel
	Pull Data into Excel with ODBC
	PDF Pull Data into Excel with ODBC
	PDF View Columns by Module

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## USER DATABASES

	Intro
	PDF Creating a Custom Tab
	PDF Creating a Custom Field in VA Wizard
	PDF Creating Custom Lookups
	PDF Adding a Custom Table
	PDF Adding Validation Checks

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