

PHYSICAL PLANT EMPLOYEE TRAINING ANALYSIS

INDICATORS

	FY 2005	FY 2006	FY 2007
<u>Summary:</u>			
Total Number of Employees With Any Training:	42	49	26
Number of Employees With Training Off Site:	16	26	23
Number of Employees with 8 or More Hours of Training:	10	16	21
Total Training Hours	282	428	264
Total Training Costs:	\$ 3,113.71	\$ 6,431.43	\$ 1,868.66

Shop Breakdown:

				Total
Administration	4	10	8	22
Automotive Shop	3	3	0	6
Carpenter Shop	6	11	1	18
Electrical Shop	8	9	7	24
HVAC Shop	11	5	5	21
Lock Shop	3	3	2	8
Parking Shop	1	0	0	1
Plumbing Shop	3	5	3	11
Sanitation Shop	2	2	0	4
Welding Shop	1	1	0	2
Total	42	49	26	117

FINDINGS

1. Fiscal year 2006 showed the highest number of employees trained. This is due to both the number of in-house training courses done & capturing all license refresher courses taken.
2. A three day boiler operator's training for two employees was 72% of training costs in 2005.
3. Asbestos refresher training for all 6 members of the O & M Team documented in 2006. Refresher courses are required every year.
4. No "In-House" one hour departmental training documented for 2007 caused the decrease in number of employees trained for that year.

ACTIONS

- Improve process for capturing training data by expanding the database to include categories of training.
- Track types of training utilized.
- Expand benefits of one individual's training by sharing learned skills to members of the entire shop or a combination of shops.
- Identify shops that have low training numbers and determine the causes.
- Design a summary sheet of learnings to be filled out by each employee following a training session.