



Gravure OIT Program (Operator In Training)

Why?

Fast paced growth requires an entry level employee to become:

- Customer Oriented
- Quality Conscious
- Skilled
- Trainer, Leader, and Mentor in a very short period of time.

How?

A two year program has been developed with a blend of on the job training in conjunction with dedicated classroom time.

Employee Selection

- Application
- Two stage interview process
- Group Interview
- Work Keys

Technical Classes (First Year)

- Intro To Print
- Automated Bundling
- Advanced Bundling
- Roll Handling
- Press Assistant
- Color Theory 1, 2, & 3

Safety Classes (First Year)

- Orientation
- Process Safety Management
- Hazardous Material Handling
- Gravure PEO

HR/ES Classes (First Year)

- Quad Culture
- New Hire
- Lean 101
- Building Work Relationships
- Explaining Clearly
- Active Listening

CBT/IT Classes (First Year)

- Windows Basics
- Outlook
- RCS

Technical Classes (Second Year)

- Second Press Operator
- Kaizan/SMED Event
- Register and Quality
- Gravure Color Management
- Scheduling/Financials

Safety Classes (Second Year)

- Choice of:
 - SCBA
 - Spill Containment
 - First Responder
- Ergonomic Evaluations
- Job Safety Analysis

HR/ES Classes (Second Year)

- Job Relations
- Crew Communication
- HT2
- OJT
- Situational Leadership
- Improvement Process

HR/ES Classes (Second Year) Cont.

- Coaching
- Presentation Skills
- Lead Team Meetings
- Performance Discussions
- Root Cause Analysis

CBT/IT Classes (Second Year)

- Windows Word
- Windows Excel
- Windows Powerpoint
- Press-2-Bind
- Load Board

Summary

Technology

Adaptability to Constant Change

Customer Standards

Leadership

Deadline Oriented