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XF: _____

TO: Distribution

FROM: T. G. Grumbles

DATE: September 14, 1988

Interoffice
Communication

SUBJ: OT Ranking of Training Measures

VISTA

On further review of the 8/8 meeting notes, and consultation with JAD, it appears that we went far enough with the training measures discussion to allow ranking of the "keepers" list.

Please rank in importance (1-10) and bring to the next meeting.

o Training

- | | <u>Rank</u> |
|--|-------------|
| 1) Hours of formal training each month. | |
| 2) <u>% of training hours.</u>
total straight time labor hours (including
salaried). | |
| 3) % of employees trained vs. approved standard. | |
| 4) % of jobs with updated training guides (within
last 24 mos.). | |
| 5) % of people qualified for next level. | |
| 6) % of first line supervisors having attended
Interaction Management and The Management Process. | |
| 7) % of people trained in SPC. | |
| 8) % of people trained in Team Management. | |
| 9) % of people trained in experimental design. | |
| 10) % of people who have received "refresher" job
training in last 24 mos. | |



T. G. Grumbles

kad

cc: JAD, WHMc, RDG

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