

Training
Coordinator's
Guide

Power Line
Job Training & Safety
Program

Distribution
& Transmission



MJTS
MERCHANT
Job Training & Safety

JUNE 2012 NEWSLETTER

Training Coordinator's Guide

As training coordinator, you are the main point of contact between your company and Merchant Job Training & Safety. Training coordinator responsibilities include:

- Enrolling employees into the training program.
- Distributing instructional materials to trainees.
- Receiving and retaining trainee tests.
- Scheduling and administering trainee tests by closed book method.
- Faxing tests to MJTS for grading, receiving corrected tests, and maintaining them on file.
- Receiving monthly grade reports.
- Encouraging trainees to complete their lessons regularly.

Coordinators often have questions arise related to Merchant Job Training & Safety policies and procedures, Department of Labor registration, and Military Approval.

In the interest of simplifying your job and addressing your questions, we assembled a coordinator's guide that puts answers to many of these "frequently asked questions" at your fingertips. Look for your copy of the guide when MJTS mails out trainee reports at the beginning of next month.

As always, if you have any questions, we look forward to hearing to you!

Guide Contents

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Lineman Program Statement of Procedures

Trainee Instructional Procedures

Trainee Testing Procedures

Registration with the Department of Labor

Military Approval

On-the-Job Training

Sample OJT Report

Sample OJT Time Sheet

MJTS Application Form

MJTS Renewal Application Form

NEW PRINTING SYSTEM

Color Laser Printing

Last winter Merchant Job Training & Safety made a significant commitment to enhancing our training materials. We invested in a state of the art digital color press from Xerox. Our information packets are revised to take advantage of the printer capabilities, and the Coordinator's Guide is a by-product of that effort.

In the coming months we are beginning a major push to update the Trainee Workbooks. The update will feature colored text where emphasis is required, color drawings and graphics, and high resolution color photographs. We are contacting original equipment manufacturers about obtaining high quality photographs and the response is good. We also purchased

a professional grade digital camera. Dave will be spending a lot of time outdoors this summer taking pictures.

It will be necessary to drop the use of colored paper in the workbooks, we will begin printing on glossy white paper so that color graphics and photographs are not adversely impacted by the colored background.



INTERNET VIDEO STREAMING

Video Recently Digitized

Dennis recorded over thirty hours of video that we used to lend out to anyone requesting them. Around ten years ago he ended the practice because video tapes frequently did not make their way back to our office. The time and expense related to making new tapes from masters unfortunately became prohibitive.

Internet streaming technology solves the distribution problems. We recently digitized all of the videos and we are in the process of making short video clips that are suitable for streaming over the internet. Videos in DVD format have been provided to trainees who are struggling and reviews from them are very positive. They report that the videos are extremely helpful to understanding the more difficult material on the program.

Topics covered by the videos are those that trainees most frequently contact our office about, seeking extra help. They include basic electricity, electrical math, transformer connections, and rigging/knot tying.

In addition to this effort, we are beginning to record a video solutions manual for all of the math, basic electricity, and transformer connections assignment sheets. We began making a typeset manual to be distributed over the internet and on CD, but with the good reviews on the video, we decided that recordings of an instructor working out the assignments sheets is by far the better approach. It is the next best thing to having access to a classroom instructor.

As always, we encourage trainees to contact our office any time they have questions or comments!

Work Safe!

The MJTS Crew