



TRAINING DAY

EMPLOYEE CONTINUING EDUCATION

Targeted Learning Expands Software Skills at Sandia Laboratories

Training Day

Overview

Engineers Needed To Learn Microsoft Visio

The Challenges

- Coordinate Training Days and work schedules for multiple divisions.
- Develop objectives with division managers.
- Organize groups by existing software skills.

The Solutions

- Create course tutorials for beginners and employees who used previous versions.
- Distribute Training Day session task list.
- Develop online tutorials and review materials.
- Review and monitor employee participation and feedback.

"Our monthly Training Days have provided the tools to quickly learn a newly acquired software program.

The instruction and follow up enabled us to match program features with project requirements."

Engineering Section Chief

New Mexico based Sandia Laboratories is a government owned company that develops science-based technology.

Engineers needed to learn and configure Microsoft Visio for upcoming projects.

Several employees had used a previous version of the program to create basic diagrams, but team leaders determined that training requirements varied between different sections.

Brandpointe designed courseware for new and previous users, and included segments to meet upcoming projects. Course materials were available through Ovation, our LMS.

Because of variances in work schedules and skill levels, trainees could choose between online tools and reference materials to supplement Training Days. Prior to scheduled Training Days, the project trainer distributed session checklists, so attendees could determine if they needed to attend.

Periodic progress reports and employee feedback was reviewed with team leaders.

About Sandia Laboratories:

<http://www.sandia.gov>