

MCP develop skills training database for manufacturing teams

MCP's web based training database will enable HR to manage the skills and training requirements of their workforce. It will keep track of when a course needs updating in line with legislation, identify the skills needed by an entire team and enable individuals to assess themselves.

ETNA (Electronic Training Needs Analysis) sits on a secure server and is accessible via the web, which means no costly IT set up. As a database management programme, ETNA enables the creation of a record of:

- > All Employees in the organisation, their team/department, shift team and core skill
- > All Skills that are needed by employees in the organisation
- > When an individual needs to repeat or update the course, eg first aid or electrical switching
- > All training courses that are approved by the organisation, together with appropriate providers and costs.

It is ideal for manufacturing organisations as it recognises the specific requirements of a team. The team skills profile module provides a list of skills that are needed within each team, and the number of individuals required to have that skill. For example a team of 5 may need 2 fork lift truck drivers. It also recognises shift teams, enabling a skills profile for a shift team as well as the work teams, eg only 2 first aiders are required on a shift which has 4 work teams per shift. In times of financial uncertainty, when personnel change is the norm, ETNA will also identify immediately any training needs that are created when a person moves across a team, or shift. Additionally the programme provides a list of all training courses that impart knowledge, such as is needed for CPD or general training. No specific skill is gained, but the training forms part of the portfolio of continuing personal development. This is most useful for supervision and management (eg Maintenance Best Practice).

Unlike many other costly HR record systems, ETNA helps empower the workforce as it will also enable an individual to assess themselves. Each person within the company can rate their confidence and competence level in each skill that they are trained in. This means that refresher training will be covered during a training review, even if it is not scheduled.

Ends – For more details please email training@mcpeurope.com