



2009 T.E.A.M. SURVEY (TRAINING, EDUCATION AND MANAGEMENT)

The T.E.A.M. Survey is a self-assessment of your company's commitment to training and education. Please consider each of the categories seriously, and score each item honestly. Keep in mind that this survey is intended to be used as a tool to evaluate your own company, and to identify areas of your training programs that may be improved.

A panel of Judges, appointed by the Management Education Committee will review all submittals. Presentations will be at the discretion of the Judges and the Management Education Committee. Awards will be presented at the September, 2009 Chapter Dinner Meeting.

INSTRUCTIONS:

1. When completing this survey you are to include all types of training:
 - Apprenticeship/Craft Training
 - Supervisory Training
 - Safety Training
 - Management Education
 - Administrative Training
 - I.T./Computer Training
2. In order to qualify for a particular point level ALL boxes for that level must be checked.
3. Submittals are to include only the completed survey form and documents requested in Sections A & B. Other documentation will not be considered in the judging process.
4. Deadline for submittal is August 14, 2009. Any T.E.A.M. Surveys received after the deadline will not be reviewed by the Judges.

If you have any questions about this form, please call John Judge at the Chapter Office (610) 279-6666.

Please enclose a \$25.00 check as a processing fee with your submittal.

DEADLINE – AUGUST 14, 2009



Southeast Pennsylvania Chapter

T.E.A.M. SURVEY

A. MANAGEMENT COMMITMENT

6 Points

- Management participates in the training program
- Management sets objectives for training
- Management requires feedback on program
- Management budgets and provides necessary funds
- Training is a part of company-wide performance appraisals
- Company has a written training program (Submit Copy)

- This document may be shared with other ABC Member Companies:

Name

Title

4 Points

- Management participates in the training program
- Management requires feedback on program
- Management provides funds or training
- Company has an established unwritten training program

2 Points

- Management wants and supports training but does not participate
- Management provides funds for training activities

0 Points

- Not included as part of program
- Leaves training to training coordinator or supervisory personnel

B. MANAGEMENT POLICY STATEMENT ON TRAINING

6 Points

- Policy is in writing (Submit Copy)
- Policy is furnished to all employees
- Policy provides guidelines for training program
- Policy emphasizes management approach
- Policy endorsed by Senior Management
- Policy specifies person responsible for training
- This document may be shared with other ABC Member Companies:

Name

Title

4 Points

- Management policy established
- Management policy in writing
- Not explained to employees, but posted

2 Points

- Management policy exists, but is not known by employees

0 Points

- No policy established

C. RESPONSIBILITY FOR TRAINING DEFINED

6 Points

- Responsibility for training defined for all levels of company
- Responsibility in writing
- Operating supervisors have key responsibility for training

4 Points

- Responsibility for training defined for all levels of company
- Not in writing
- Operating supervisors have key responsibility for training

2 Points

- Training coordinator has full responsibility for results of the training program
- Supervisors look to training coordinator to perform training activities

0 Points

- Responsibility for training has been defined with the company

D. EMPLOYEE ON-GOING TRAINING ANALYSIS

6 Points

- Annually survey all employees on training needs
- Utilize professional trainers
- Provide all training deemed necessary
- Company library for employee use with records kept

4 Points

- Managers surveyed on training needs
- Compile list of results, analyze and develop program

2 Points

- Training analysis is done infrequently

0 Points

- None

E. TRAINING BUDGET

6 Points

- Annual training budget established
- Budget based on planned program
- Operating supervisors aware of annual training budget

4 Points

- Annual training allocation established but not based on planned activities
- Annual allocation adjusted based on expenses from previous years

2 Points

- Money earmarked from general funds for training, as needed

0 Points

- There is no training budget

F. TRAINING PROGRAM GOAL SETTING

6 Points

- Goals and objectives are established to be achieved through training program
- Strategy is developed to accomplish goals
- Feedback from those responsible for achieving results is required
- Audits made to measure performance
- Both long – and short – term goals are considered

4 Points

- Goals and objectives are established for the training program
- Goals and objectives are published
- Feedback required from those involved

2 Points

- Informal goals are set for accomplishment through the training program
- Results are discussed at least annually

0 Points

- No goals or objectives are set for accomplishment through training program

G. EDUCATION/TRAINING COMMITTEE MEETING STANDARDS

6 Points

- Quarterly meetings are held by management with operating supervisors with training on the agenda
- Management provides an overview of training activity

4 Points

- Occasional meetings held with operating supervisors where training is on the Agenda
- Supervisors provide status report of job site training activities

2 Points

- Information provided to operating supervisors on training

0 Points

- No meetings held with supervisory personnel by management where training is on the agenda

H. NEW EMPLOYEE ORIENTATION

6 Points

- Formal orientation program in effect for all new or transferred employees
- Record is maintained showing date, person doing orientation and items covered
- Orientation includes training on: safety rules, HAZCOM, major hazard exposures on the job, PPE and emergency reporting procedures
- Management concern for safety job performance stressed
- Employee required to sign record sheet
- Orientation includes information on training opportunities

4 Points

- New employee orientation conducted and includes information on training
- Record maintained showing items covered
- Orientation includes training on safety rules, HAZCOM, major hazard exposures on job, PPE and reporting procedures
- Job Safety requirements stressed
- Orientation covers company policies and procedures

2 Points

- Orientation given to employees, but no training records maintained

0 Points

- No orientation given to new employees

I. CLASS EVALUATION

6 Points

- Evaluation of all classes
- Require responses
- Company evaluates and acts on responses

4 Points

- Evaluation of in-house classes

2 Points

- Informal, verbal solicitation of feedback

0 Points

- None

J. EMPLOYEE PARTICIPATION

6 Points

- Employee participation program established
- Procedures established for employees to participate on mandatory basis
- Employee participation encouraged
- Information given to supervisors on how to involve employees
- Employee suggestion/comment program implemented

4 Points

- Training provided for supervisors to facilitate employee participation
- Employees encouraged to participate on voluntary basis
- Employee participation encouraged
- Information given to supervisors on how to involve employees
- Employee suggestion/comment program implemented

2 Points

- Employee participation encouraged
- Information given to supervisors on how to involve employees
- Employee suggestion/comment program implemented

0 Points

- No employee participation program

K. EMPLOYEE TRAINING STANDARDS

6 Points

- Monitor attendance and act on absences
- Pay for tuition and books
- Company-wide recognition
- Provides incentives upon successful completion
- Advanced safety and hands-on training required

4 Points

- Pay for tuition
- Attendance monitored
- Advanced safety training monitored
- Advanced hands-on training
- Employees offered time off to attend school
- Basic safety
- Basic hands-on training

2 Points

- Employees offered time off to attend school
- Basis safety
- Basic hands-on training

0 Points

- None

L. RECORD KEEPING

6 Points

- Records maintained on all training, internal and external

4 Points

- Records maintained on all internal training

2 Points

- Records kept only of required training

0 Points

- No records maintained

M. SUPERVISOR/MANAGEMENT MINIMUM TRAINING STANDARDS

6 Points

- On-going management and development classes required
- PM/Superintendent Training

4 Points

- On-going management and development provided on a regular basis

2 Points

- On-going management and development provided only on an as-needed basis

0 Points

- None

N. PERFORMANCE AUDIT

6 Points

- Semi-annual audits made to determine if training effective
- Performance standards exist to measure performance
- Results of training audit reviewed by individual supervisors

4 Points

- Annual audits made to determine training performance level
- Performance standards exist for half of areas measured
- Results discussed with individual supervisors

2 Points

- Subjective evaluation made of training activities

0 Points

- No audit made of training performance

X. ADDITIONAL TRAINING PROGRAMS

Use this page to list any other training provided by your company in the past year that is not included in the categories on the T.E.A.M. Summary Sheet.