

Team and skill sets creation

To set up and manage **Teams** Paper Tiger use **TTGs - Task Training Groups**.

What is a Team?

A team is a group of people with certain skill sets able to run a production process, manage a project or service a machine. To run an entire plant a number of teams are usually required. In this example we use a Whisky Distillery.

Examples of Teams required to run the Distillery. Sour mash preparation team, Distilling team, Bottle filling team, Product packing team, Maintenance team, Sales team...

What is a TTG?

A TTG is training identified to give a person the skills to competently perform a task or tasks within a team. A TTG can, and usually does, include a number of training courses - internal or external, training in SOPs and other procedures.

Example: TTGs required to run the Bottle filling team
This team has four members. Two to run the bottle filling machine - their TTG: Running bottling machine. One to prepare bottles - his TTG: Bottle cleaning & inspection. One to label and inspect - his TTG: Labelling.

Start

Click the "Create Task Training Groups and Teams" button in the opening Training module screen.

Click the "A - Create teams" button.

Enter the name of the team - like "Bottle Filling Team", enter location, plant and the process it applies to.

Click the "B - Create TTGs" button

In the TTG screen click the Plus button to open the TTG naming screen. Type in unique names for each Task Training group like Bottle cleaning & inspection, Running bottling machine, Labelling etc. Close the screen

Return to the TTG screen select all training to go into each TTG. A complex TTG may have ten or twenty different types of training included like courses and SOPs. Close screen

Click the "C - Apply TTGs to trainees" button

Go to the selected trainee's screen, select the TTG from the drop down list and click the "Add TTG training" button. All the training selected under the TTG will be added to the trainee's training plan. Repeat for other trainees as required. Close screen.

Click the "D - Populate teams" button

Select Team, the first TTG required by the team - say "Running bottling machine" - and a person with Running bottling machine skills in the Team members field. The Team members DDL will only list people with the required TTG training (in this case "Running bottling machine"). If more team members are required with the same skills repeat and select the next team member(s). A team is made up of members with complementing skills - the third person may be trained in the TTG Labeling, a fourth in Bottle cleaning & inspection and so on. Continue until the team is populated with all staff required, each with the correct skills.

Note that a while a person can be trained in different TTGs he/she can only be selected for one team. And can only be selected for one position within the team. Paper Tiger will not permit you to duplicate a selection or you can accidentally assign staff to both a day and a night shift. However people can be moved around between positions and teams at will - provided they have the right competencies.

Click the "Reports" button

In the Training Reports screen there are some reports specifically for Teams. Three are described here.
Team map - displaying each team's make up and competencies.
Team design - displaying the skills and training courses selected for each TTG and team.
Team population and competencies - displaying who is in each team and their competencies in each of the elements selected to make up the TTGs.

End