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SYSTEMS FOR PRODUCTIVITY

**New Employee  
Orientation Program**

*Training in  
Injection Molding*

**Instructor's Manual**

**SAMPLE**

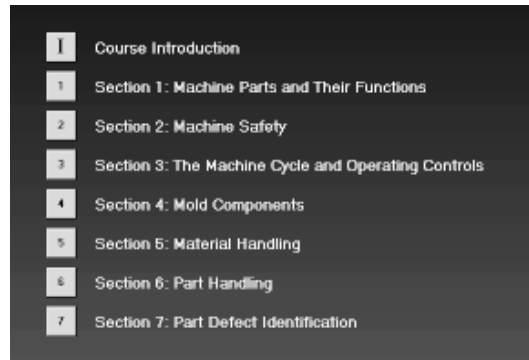
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# New Employee Orientation Program Quick Reference Guide

The following information shows some screen examples and key functions that will be helpful in using the New Employee Orientation Program.

## 1 **The Main Menu:**

You may click on any of these buttons to go to one of the seven sections covered in the New Employee Orientation Program. When you click on one of these buttons, you will go to a section menu screen like the one below.

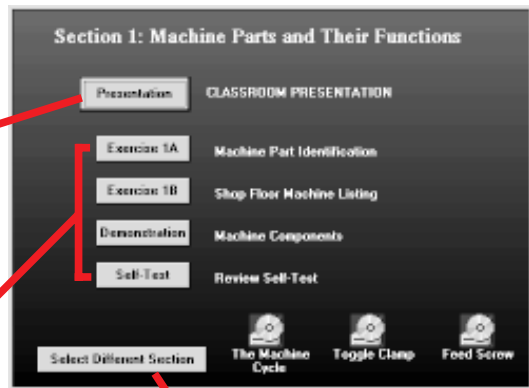


## 2 **Section Menu screens:**

**Presentation Button:** Click on this to go directly to the section presentation. There will be a short delay while the section is downloaded. Click the left mouse button to advance to the next slide in the presentation.

### **Self-Test, Exercise, and Demonstration Buttons:**

These buttons will appear in each of the Section Menu screens. The section presentations do not contain the self-tests, exercises, and demonstrations. To access these items, you must go to the Section Menu.



### **Select Different Section Button:**

Click on this to return to the Main Menu.

## 3 **Escape Key**

If you are in the middle of a presentation, pressing the escape key will return you to the Section Menu.

## 4 **Back Arrow key ( ← )**

Pressing this key will return you to the previous slide in the presentation.

# SAMPLE

New Employee Orientation Program

## **Instructional Implementation of the CD ROM-Based Presentation**

### **Instructional Time Requirements**

Each section has been designed to take one hour or less of instructional time as seen in the following example.

- 30 to 40 minutes of instructional presentation
  - 10 to 20 minutes for the demonstration or exercise review
  - 5 to 10 minutes for the self test review and discussion
- 1 hour (of instructional time per section)

However, this program is flexible. It can be effectively taught in less time depending on the needs and requirements of the particular plant floor employees.

### **Recommended Time Scheduling**

The recommended scheduling of this program for optimal learning and retention is:

- One section per day for seven days
- Preferably taught at the beginning of each shift
- Exercise completion can take place outside of class time

This program can also be broken down into other time blocks that may be more suitable to your company's shift schedule or training needs. Ideally, the classroom periods should not be scheduled for durations of more than two consecutive hours.

**It is highly recommended that this program not be given in one continuous eight hour day. Learning effectiveness and retention are severely inhibited in these situations.**

### **Student Manual Content**

Each student's manual contains 10 to 15 pages of technical information per section along with numerous detailed illustrations. Most sections also include a student exercise. A ten question self test concludes each section. The instructor should remind the employees of the classroom presentation schedule so that they may keep current with the reading assignments.

**It is recommended that anyone teaching this program for the first time should read through the student manual, in order to prepare for their instructional presentation.**

SAMPLE

# Responsibilities And Learning Objectives For Employees In Your Plant

## Your Plant Floor Employee Classifications

(i.e. machine operators, part handlers, packaging personnel, material handlers etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## Employee Machine Operation Responsibilities

(i.e. semi-automatic, manual operation, purging, process monitoring etc.)

Machine Operators	Others _____

## Employee Part Handling Responsibilities

(i.e. de-gate parts, de-flash parts, package parts, run secondary operation equipment etc.)

Machine Operators	Others _____

SAMPLE

## **The CD Presentation**

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- **Main Menu**

## **Course Introduction**

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- **New Employee Orientation**

- **Audience**

- **Course Objectives**

To develop a basic understanding of the injection molding process.

To learn how to operate a molding machine in the control modes in which you will be responsible.

To learn the proper procedures for handling and trimming molded parts.

To learn how to identify and describe molded part defects.

- **Your Student Manual (Contents)**

**Note: Each bulleted item (•) indicates a separate computer screen image**

**SAMPLE**

# Section 1

## Machine Parts and Their Functions

- Section 1 Title Page

### Introduction to the Process

The Molding Process (process overview)

- **Animation Clip - Main Machine View**



*Click on icon*

- Advantages of Injection Molding (chart)
- High Volume Process
- Complex Part Capability
- High Part Quality
- Wide Range of Plastic Materials

Molding Personnel Responsibilities

### Clamp End Parts and Their Functions

Hydraulic Clamping System

Toggle Clamp System

- **Animation Clip: Toggle Movements**



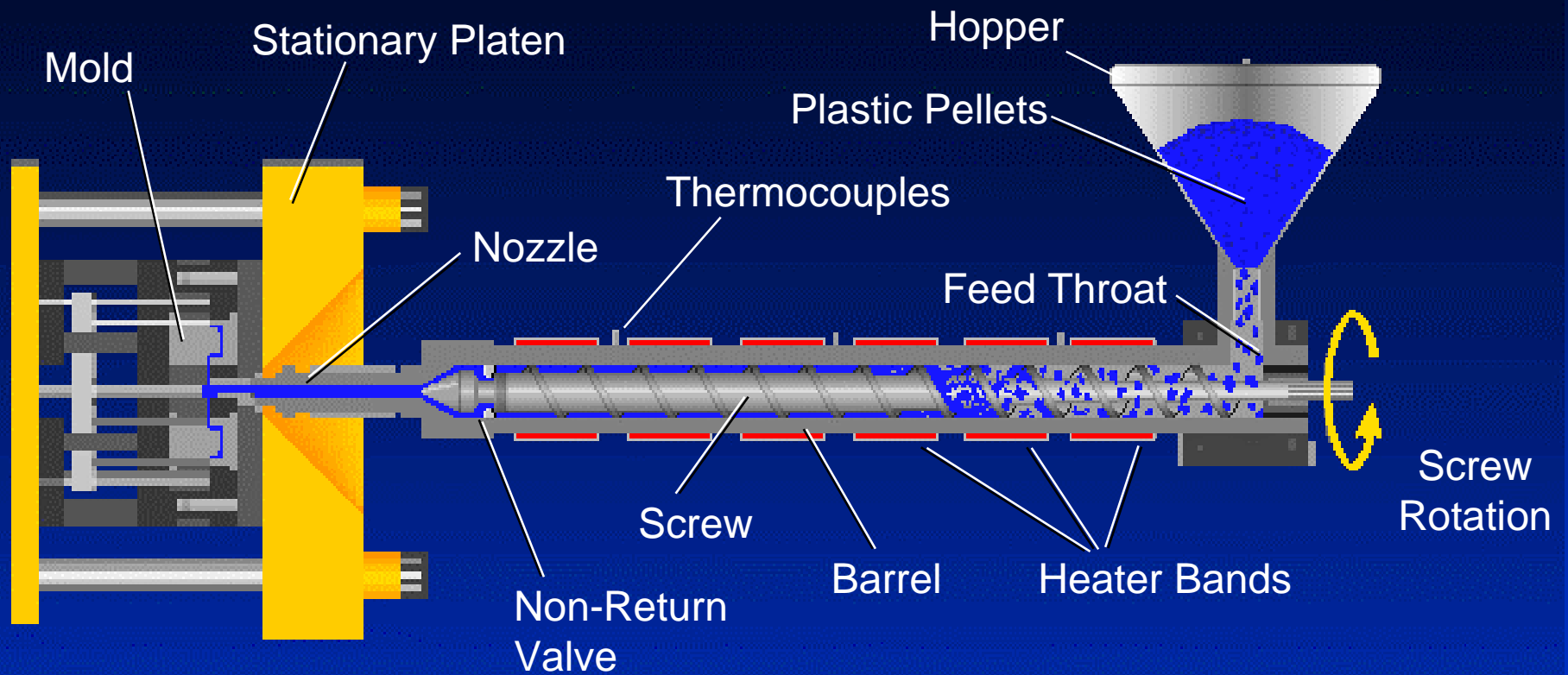
*Click on icon*

Machine Size Rating (Chart)

See next page for a sample of the corresponding slide, which shows the Animation icon.

# SAMPLE

# Injection End Parts and Their Functions



**Starts animation**

The Screw and Barrel



Play Animation