

# NEW HIRE ONBOARDING



## Training Hours

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|---|-----|
| <b>STU-1002</b> Using a Learning Management System - How to Take a Course             | 0.8 |
| <b>STU-1004</b> Learning Online - Tips for Succeeding in Online Learning              | 0.8 |
| <b>MEA-2001</b> Precision Measurement Tools - Introduction to Precision Instruments   | 1.1 |
| <b>MEA-2003</b> Precision Measurement Tools - Calipers                                | 1.3 |
| <b>MEA-2004</b> Precision Measurement Tools - Micrometers                             | 1.9 |
| <b>MEA-2012</b> Precision Measurement Tools - Attribute Gauges                        | 1.0 |
| <b>QUA-1001</b> Quality Systems - Introduction to Quality                             | 1.4 |
| <b>QUA-1002</b> Quality Systems - ISO 9000  | 1.1 |
| <b>QUA-1003</b> Quality Systems - Standards Organizations                             | 0.9 |
| <b>QUA-1004</b> Quality Systems - Quality Organizations                               | 0.9 |
| <b>QUA-1005</b> Quality Systems - Basic Quality Roles and Responsibilities            | 1.0 |
| <b>SAF-1001</b> Introduction to Safety - Introduction to OSHA                         | 1.1 |
| <b>SAF-1002</b> Introduction to Safety - Making Work a Safer Place                    | 1.6 |
| <b>SAF-1003</b> Introduction to Safety - Help! What to Do in an Emergency             | 1.2 |
| <b>SAF-1004</b> Personal Protective Equipment Safety - Personal Protective Equipment  | 1.5 |
| <b>SAF-1005</b> Personal Protective Equipment Safety - Eye and Face Protection        | 1.0 |
| <b>SAF-1021</b> Electrical and Fire Safety - Lockout/Tagout                           | 1.0 |
| <b>PMA-1001</b> Introduction to Metal Stamping  | 0.9 |
| <b>TIM-1009</b> Time Management - When Time Gets the Best of You: Dealing with Stress | 0.9 |
| <b>COM-2001</b> Conflict Resolution - Understanding Conflict                          | 2.0 |
| <b>COM-2002</b> Conflict Resolution - Communication Skills                            | 1.8 |

*Total estimated training hours: 25.2*