Human Resources
Required Training

HR (8.401)
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Purpose:

This SOP outlines the procedures and guidelines for identifying, implementing, and tracking required training for positions within our general contractor organization. The objective is to ensure that employees have the necessary knowledge, skills, and competencies to perform their job duties safely, effectively, and in compliance with industry standards and regulations.

Procedure:

1) Training Matrix
   A) A list of all required training for each role within the company will be used as initial guidance for training administration. This training includes:
      i) Safety Training (Ladder Safety, Trenching, First Aid, Haz Com, etc.)
      ii) Technical Training (knowledge and skills in construction-related disciplines, such as carpentry, plumbing, electrical work, concrete pouring, equipment operation, and building codes)
      iii) Leadership and Professional Development (conflict resolution, team building, negotiation, time management)
      iv) Compliance Training (Anti-Harassment, TN Drug Free Workplace, etc.)
2) Training Delivery
   A) Most training and education is outsourced through Consultants, Industry Organizations, OSHA, or other experts in related area.
   B) Live training is preferred, and on-going education is given to key staff throughout the year at staff meetings. Other training delivery methods will be used to accommodate different learning styles and preferences, including classroom instruction, on-the-job training, online courses, workshops, seminars, and hands-on exercises.
3) Record-Keeping and Documentation:
   A) HR will track training in employee records and facilitate the necessary training for certifications of employees to stay up to date (ex. First Aid certification).
   B) Maintain accurate records of employee training activities, including attendance, completion certificates, assessments, evaluations, and feedback.
   C) Document training records in employees' personnel files (Bamboo) for compliance purposes and performance management.