

This is basically a GST but with the main focus for all involved to be raising shop productivity. Keep in mind this person is right out of high school so if the pay looks low, it's because it is. They are starting an Automotive program in September at the local CC and understand we are developing them to become a B tech and then hopefully an A tech and their pay will rise along the way.

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## **Production Apprentice Daily Tasks**

- 1. Make sure that everyone is set up for success, every day.**
- 2. Walk in with a positive Can-Do attitude! We have no place for Can't-Do's in our business.**
- 3. Make sure to pull out all vehicles that are not needed in the shop.**
- 4. Make sure that your area is cleaned and ready to go.**
- 5. Check in with the supervisor to see what is pressing and important and what direction you should move first. What is your daily schedule?**
- 6. Check with the supervisor for the To Do List for the day.**
- 7. To end the day make sure the shop is clean and ready for the following day.**

### **Assigned Work**

- Lof & Inspections**
- Tires**
- Recommend Mileage Based Maintenance**
- Minor Repairs & Maintenance (bulbs, Filters, Trim pieces etc).**
- Alignment Checks**
- Manage Oil Supply**
- Manage Shop Supplies**
- Keep The Tire Area Clean**

**Pay:**

**10.00 per clocked in hour.**

**3.00 per hour for every hour they bill.**

**3.00 per hour for every hour they put into the pipeline. (pipeline is sold work done by another technician) This is to incentivize them for doing great inspections and recommending mileage based maintenance that the service writers can sell.**

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They were able to start this last spring while still in high school for a couple of hours a day. We created the training program to reflect levels of complexity in each job and a schedule to complete those tasks within an 8 week period.

**TRAINING FORECAST**

**LEARNING:**

**1st Day Training**

- Introductions
- Orientation/Tour
- Set up passwords for POS and DVI
- Shadow Foreman
- How to clock in for work, How to clock out for work
- Instructional videos relevant to their position
- How to empty trash, etc.....

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**Level 1**

- 1 Train On e-pods System And Our Bulk Oil Tank Setup
- 1 Mounted Tire Swaps
- 1 Where To Find The MSDS Binder, What To Do If There Is A Fire, Etc....
- 1 Spend Time With Mentor Watching An Oil Service, Inspection And Reset
- 1 Introduction To Shop Tools

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**Level 2**

- 2 Shadow Technician For Oil Change/Inspection
- 2 Perform Lift Set Up W/ Vehicle
- 2 Use The Tablet While Mentor Points Out Inspection Items
- 2 Perform Mounted And Unmounted Tire Swaps
- 2 Tablet Training

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### **Level 3**

- 3 Hands On Training With Scan Tool
- 2 Where And How To Find Parts, learn about part numbers
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- 3 Use The Scan Tool And Or Actually Do A Reset
- 3 Assist In An Alignment, learn about alignment concepts and why they should be done
- 3 Shadow Technician For Diagnosis. One Each. (Noise, Vibration, Electrical, Driveability, Etc.)

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### **Level 4**

- 4 Perform Oil Change Solo, Monitored By Technician
- 4 Assist In Diagnostics
- 4 Perform The Hands On For The Oil Change, Watch Any Alignment Related Video And Training And Or Schedule The Alignment Rep To Come In And Do Hands On Training.
- 4 Perform Oil Changes And Tires Solo
- 4 Depending On What Is In The Shop, Expand On Diagnostics And Repairs
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### **GOOD OLD FASHIONED HARD WORK!:**

- Reorganizing and Cleaning Tire Area
- Reorganizing and Cleaning Tire Area
- Reorganizing and Cleaning Bulk Fluid Area
- Reorganizing and Cleaning Shop Tools
- Make A List Of Shop Tools
- Cleaning Out Loft Areas

## **8 Week Training Plan**

### **Week 1**

- 1 Train On e-pods System And Our Bulk Oil Tank Setup
- 1 Mounted Tire Swaps
- 1 Where To Find The Msds Binder, **What To Do If There Is A Fire, Etc....**
- 1 Spend Time With Mentor Watching An Oil Service, Inspection And Reset
- 1 Introduction To Shop Tools

## **Week 2**

- 1 Train On e-pods System And Our Bulk Oil Tank Setup
- 1 Mounted Tire Swaps
- 1 Where To Find The Msds Binder, What To Do If There Is A Fire, Etc....
- 1 Spend Time With Mentor Watching An Oil Service, Inspection And Reset
- 1 Introduction To Shop Tools

## **Week 3**

- 2 Hands On Training With Scan Tool
- 2 Shadow Technician For Oil Change/Inspection
- 2 Perform Lift Set Up W/ Vehicle
- 2 Use The Tablet While Mentor Points Out Inspection Items
- 2 Perform Mounted And Unmounted Tire Swaps
- 2 Tablet Training

## **Week 4**

- 2 Hands On Training With Scan Tool
- 2 Shadow Technician For Oil Change/Inspection
- 2 Perform Lift Set Up W/ Vehicle
- 2 Use The Tablet While Mentor Points Out Inspection Items
- 2 Perform Mounted And Unmounted Tire Swaps
- 2 Tablet Training

## **Week 5**

- 3 Where And How To Find Parts, learn about part numbers
- 3 Use The Scan Tool And Or Actually Do A Reset
- 3 Assist In An Alignment, learn about alignment concepts and why they should be done
- 3 Shadow Technician For Diagnosis. One Each. (Noise, Vibration, Electrical, Driveability, Etc.)

## **Week 6**

- 3 Where And How To Find Parts, learn about part numbers
- 3 Use The Scan Tool And Or Actually Do A Reset
- 3 Assist In An Alignment, learn about alignment concepts and why they should be done
- 3 Shadow Technician For Diagnosis. One Each. (Noise, Vibration, Electrical, Driveability, Etc.)

## **Week 7**

- 4 Perform Oil Change Solo, Monitored By Technician
- 4 Assist In Diagnostics
- 4 Perform The Hands On For The Oil Change, and an Alignment
- 4 Perform Oil Changes And Tires Solo
- 4 Depending On What Is In The Shop, Expand On Diagnostics And Repairs

## **Week 8**

- 4 Perform Oil Change Solo, Monitored By Technician
- 4 Assist In Diagnostics
- 4 Perform The Hands On For The Oil Change, and an Alignment
- 4 Perform Oil Changes And Tires Solo
- 4 Depending On What Is In The Shop, Expand On Diagnostics And Repairs