

Prepared for: Sample  
email@customer.com  
129-555-0159

Prepared by: Shane Gonzalez  
sgonzalez@trainconsultingllc.com  
918-555-0133

# SAMPLE SUMMARIZED TRAINING PLAN



# DEFINE OBJECTIVES AND SCOPE

## **PURPOSE:**

Establish clear and measurable goals for the training program, combining technical railcar repair skills (e.g., welding, inspections, troubleshooting) with business operations knowledge (e.g., billing accuracy, process automation, stakeholder engagement).

## **KEY OBJECTIVES:**

**Technical** – Train employees to perform AAR- and FRA-compliant repairs, including welding (1-4G), diesel mechanics, SCABT, and electrical troubleshooting.

**Operational** – Equip managers with skills in workflow optimization, data analysis, and contract review to support business efficiency.

**Compliance** – Ensure adherence to FRA and AAR regulations.

## **SCOPE:**

**Target Audience** – New hires, existing railroad repair technicians, and operations staff (e.g., billing teams, supervisors).

**Topics** – Railcar inspections, repair techniques, safety protocols, billing system usage, data validation, and team coordination.

**Delivery** – Interactive training videos and hands-on workshops.

# ASSESS NEEDS AND RESOURCES

## **CONDUCT NEEDS ANALYSIS:**

To enhance operational efficiency and compliance in railcar repair shops, a comprehensive approach begins with engaging key stakeholders, including repair shop managers, and billing teams, to pinpoint skill gaps and operational challenges. This involves assessing current processes for inefficiencies. Additionally, ensuring adherence to regulatory standards is critical, requiring identification of compliance requirements and quality assurance, to align operations with industry standards and improve overall performance.

## **RESOURCE INVENTORY:**

To support railcar repair operations and training, a robust set of resources is essential. Technically, access to railcars, welding equipment, diagnostic tools, and repair facilities forms the backbone of hands-on maintenance work. On the business side, tools like billing software, Excel, SQL reporting tools, and contract templates streamline administrative tasks and financial processes. We will have support personnel, including AAR/FRA-qualified certified trainers, billing specialists, and IT support, ensuring operational and training success through expertise and technical assistance.

# DESIGN THE TRAINING CURRICULUM

## **TECHNICAL TRAINING MODULES:**

1. **Railcar Inspection** – AAR/FRA standards, identifying defects, gauge usage and ware limits, documentation, etc.
2. **Repair Techniques** – welding, SCABT, mechanics, electrical repairs, etc.
3. **Safety Protocols** – hazard identification, PPE usage, FRA compliance.
4. **Troubleshooting** – diagnosing mechanical/electrical issues, using diagnostic tools, etc.

## **BUSINESS OPERATIONS MODULES:**

1. **Billing and Accounting** – using billing software, automating entries, ensuring accuracy and rule compliance
2. **Data Analysis** – utilizing billing and other data to validate for accuracy and build reports for error tracking, KPI's, etc.
3. **Process Optimization** – using the data analysis results to streamline workflows, contract reviews, stakeholder coordination, etc.
4. **Leadership and Team Management** – supervising teams and planning operations



## ASSESS LEARNING AND PERFORMANCE

**Targeted Assessments:** Create evaluations to measure railcar training outcomes. Use quizzes (multiple-choice or short answer) to test knowledge of components, safety, and procedures with instant feedback. Develop practical tests like railcar inspections or coupling tasks to assess hands-on skills in a controlled setting. Employ simulations to replicate real-world scenarios, to evaluate decision-making under pressure.

**Clear Performance Metrics:** Specific passing standards, such as 80% on quizzes, error-free practical tests, or timely simulation completion. Use of rubrics for practical tests to evaluate accuracy, safety compliance, and efficiency.

## PROVIDE SUPPORT AND REINFORCEMENT

### **FOLLOW-UP RESOURCES:**

To reinforce the knowledge and skills gained during railcar repair training, we provide accessible, practical, and targeted resources that trainees can refer to after the training concludes. These resources should support ongoing learning and help address challenges encountered on the job.

### **ENCOURAGE PRACTICE AND APPLICATION ON REAL-WORLD TASKS:**

To solidify learning, trainees must actively apply their skills in real-world scenarios. This hands-on practice helps build confidence, competence, and muscle memory while ensuring that theoretical knowledge translates into practical expertise. We will provide management tools and strategies to help ensure these practices are continued.

## NEXT STEPS

We cordially invite you to subscribe to our premium support service to ensure ongoing remote assistance, fostering a continued partnership dedicated to maintaining operational efficiency, employee safety, and the seamless movement of railcars.