

**For L&I Staff Use Only**

Received: L&I Tukwila, 2A  
June 6, 2022

*Sandra K. Husband*  
L&I Apprenticeship Consultant

*Teri Gardner 6-6-22*  
L&I Admin

Department of Labor and Industries  
Apprenticeship Section  
PO Box 44530  
Olympia WA 98504-4530



# Request for Revision of Standards

TO: Washington State Apprenticeship & Training Council  
FROM: Aerospace Joint Apprenticeship Committee (AJAC), 1828

Please update our Standards of Apprenticeship to reflect the following changes:

- Additions shall be underlined (underlined).
- Deletions shall be struck through (~~struck through~~).
- See attached.

**Form must be signed by Committee Chair and Secretary or Program's Authorized Signer**

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	June 6, 2022		
Print Name: Demetria L. Strickland	Print Name:		
Signature: <i>Demetria L. Strickland</i>	Signature:		

Approved By: <b>Washington State Apprenticeship &amp; Training Council</b>
Signature of Secretary of the WSATC:
Date:

Attach additional sheets if necessary

**COVER PAGE**

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u> [WAC 296-05-015]
<del>INDUSTRIAL</del> <u>INDUSTRIAL MACHINE OPERATOR</u>	51-9111.00	3,000 HOURS
<u>LOGISTICS SPECIALIST</u>	<u>43-5011.00</u>	<u>3,000 HOURS</u>
<u>OPERATIONS SPECIALIST</u>	<u>43-5061.00</u>	<u>3,000 HOURS</u>

Sponsor Introductory Statement (Required):

~~The aerospace industry,~~ Advanced manufacturing in WA state is comprised of over 6,500 manufacturing companies in various industries, including approximately 1,425 1,300+ aerospace-related companies, ~~is a~~ and are significant economic drivers in Washington State. Apprenticeship training programs are necessary to maintain and improve skill levels of this workforce and are critical to the continued health and growth ~~of this in these industries.~~ The apprenticeship program will help guarantee high skill levels in this rapidly expanding area of aerospace and advanced manufacturing production. The Production Technician and Maintenance/Automation Technician occupations provides an entry point for youth as young as 16 into apprenticeship with an opportunity to receive career exploration, knowledge and application of skills in a real-world environment which may lead to family-wage careers and additional educational opportunities. Other apprenticeship programs will be developed as industry needs are identified.

**IV. TERM OF APPRENTICESHIP:**

- A. The term of the Industrial Manufacturing Technician, ~~and~~ Industrial Machine Operator, Logistics Specialist and Operations Specialist will be 3,000 hours of reasonably continuous employment.

**V. INITIAL PROBATIONARY PERIOD:**

C. Wage Progression Schedules

1. The Initial Probationary Period for the Industrial Manufacturing Technician, ~~and~~ Industrial Machine Operator, Logistics Specialist and Operations Specialist is the first 600 hours of employment as an apprentice.

**VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

Logistics Specialist and Operations Specialist

<u>Step</u>	<u>Hour Range or competency step</u>	<u>Percentage of journey-level wage rate*</u>
<u>1</u>	<u>0000 – 1000 hours</u>	<u>85%</u>
<u>2</u>	<u>1001 – 2000 hours</u>	<u>90%</u>
<u>3</u>	<u>2001 - 3000 hours</u>	<u>95%</u>

**VIII. WORK PROCESSES:**

<b>I. Production Technician</b>	<b>Approximate Hours</b>
1. Production Machining Basics .....	500
2. Production Setup and Operations Procedures.....	250
3. Material Process, Parts Finishing & Deburr Operations.....	250
4. Inspection, Assembly, Customer Service & Bench Work.....	1000
5. <del>Inspection Basics .....</del>	<del>200</del>
6. <del>Miscellaneous such as production process, tool crib, broaching and key seating layout and shop maintenance.....</del>	<del>300</del>
	<b>Total Hours: 2000</b>

<b>M. Logistics Specialist</b>	<b>Approximate Hours</b>
<u>1. Inventory &amp; production management, coordinates flow of inventory and helps assess production output and needs, data collection and entry into production management software or ERP system to aid in traceability, requisitioning, controlling, and maintaining supplies and equipment, sorting and distributing all inventory.....</u>	<u>1000</u>
<u>2. Performs distribution &amp; logistics operations, processing and dispatching inventory to necessary internal and external stakeholders, prepares and maintains shipping and handling records and reports.....</u>	<u>800</u>
<u>3. Directs storage &amp; warehousing operations, directing the routing and transportation of products/goods to customers, maintains security for registered, certified, and other special classes of mail/products, maintains inventory databases for material stocked in warehouses and storerooms.....</u>	<u>800</u>
<u>4. Internal &amp; external customer service, managing and operating relationships with post offices and internal/external relationships with shipping companies, works with vendors, customers, delivery services, production office, line staff to control and manage flow and inventory.....</u>	<u>200</u>
<u>5. Supports continuous improvement programs, ensures LEAN principals, 6 Sigma, and other process improvement tools are being developed, implemented, and used to cut waste.....</u>	<u>200</u>
	<b><u>Total Hours: 3000</u></b>

**The above schedule of practical work experience is designed as a guide. The Apprentice shall be instructed and trained in all operations and methods customarily used in their trade. Each shop will adhere to these work processes as closely as facilities will permit and as approved by the Apprenticeship Committee.**

Retention of the apprentice on a particular operation beyond the established time should not occur unless there is a definite need for further training in the process. Refer to the apprentice work progress record for additional information related to specific work processes.

<u>N. Operations Specialist</u>	<u>Approximate Hours</u>
<u>1. Monitors and builds daily production goals, coordinates production and operational outcomes.....</u>	<u>1000</u>
<u>2. Conducts continuous improvement meetings and projects, resolves in-line conflicts, troubleshooting, and operations.....</u>	<u>800</u>
<u>3. Directs and aids line production staff in daily tasks, enforces shop health and safety programs, conducts stand-up line meetings, coordinates projects, flow, and productivity activities.....</u>	<u>600</u>
<u>4. Performs operational trainings on production equipment, creates promotes, and trains others on the use of SOPs, equipment job aids, and production orders.....</u>	<u>300</u>
<u>5. Supports internal and external quality assurance programs, ensures proper inspection techniques are conducted properly, helps build and adjust internal quality assurance processes and procedures.....</u>	<u>300</u>
	<u>Total Hours: 3000</u>

The above schedule of practical work experience is designed as a guide. The Apprentice shall be instructed and trained in all operations and methods customarily used in their trade. Each shop will adhere to these work processes as closely as facilities will permit and as approved by the Apprenticeship Committee. Retention of the apprentice on a particular operation beyond the established time should not occur unless there is a definite need for further training in the process. Refer to the apprentice work progress record for additional information related to specific work processes.

IX. Related/Supplemental Instruction:

C. Additional Information:

- 5.
  - b. 300 hours of RSI over the course of their apprenticeship for Industrial Manufacturing Technician and Industrial Machine Operator, and Operations Specialist.
  - h. 250 hours of RSI over the course of their apprenticeship for Logistics Specialist.

For L&I Staff Use Only	
Received: L&I Tukwila, 2A June 6, 2022 <i>SKH</i>	<i>Teri Gardner 6-6-22</i>
L&I Apprenticeship Consultant	L&I Admin

Department of Labor and Industries  
 Apprenticeship Section  
 PO Box 44530  
 Olympia WA 98504-4530



## Journey Level Wage Rate

From which apprentices' wage rates are computed

TO: Washington State Apprenticeship & Training Council  
 FROM: Aerospace Joint Apprenticeship Committee #1828

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
Logistics Specialist	The States of Washington, Oregon & Idaho	\$24.15	04/13/2022
Operations Specialist	The States of Washington, Oregon & Idaho	\$26.00	04/13/2022
		\$	
		\$	

Sponsors must submit the journey-level wage at least annually or whenever changed to the Department.

**Form must be signed by Committee Chair and Secretary or Program's Authorized Signer**

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	June 6, 2022		
Print Name: Demetria L. Strickland		Print Name:	
Signature: <i>Demetria L. Strickland</i>		Signature:	

**RESET**

Department of Labor and Industries  
 Apprenticeship Section  
 PO Box 44530  
 Olympia WA 98504-4530



## Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

<b>For L&amp;I Staff Use Only</b>	
Received: L&I Tukwila, 2A June 6, 2022 <i>SKH</i>	<i>Teri Gardner 6-6-22</i>
L&I Apprenticeship Consultant	L&I Admin

Program Name Aerospace Joint Apprenticeship Committee, 1828	
Occupation Logistics Specialist	
Term/OJT Hours 3000	Total RSI Hours 250
Training Provider Aerospace Joint Apprenticeship Committee	

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice and assures that:

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliances with WISHA and applicable federal and state regulations.
4. The RSI Plan is maintained, updated and submitted to the Department a minimum of once every 5 years (WSATC Policy 2015-01; rev, 10-21-21).
5. The RSI will be conducted by instructors who meet the qualification of the “competent instructor” as described in WAC 296-05-003:
  - a. Has demonstrated a satisfactory employment performance in her/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
  - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
  - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
6. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, instruction shall be clearly defined.

**Signatures on next page**

**Form must be signed by Committee Chair and Secretary or Program's Authorized Signer**

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	June 6, 2022		
Print Name: Demetria L. Strickland	Print Name:		
Signature: <i>Demetria L. Strickland</i>	Signature:		

**Training Provider Signature**

Approved By (Print Name): Demetria L. Strickland	Title: Training Coordinator
Signature of the Training Provider: <i>Demetria L. Strickland</i>	
Date: June 6, 2022	

If additional training providers are needed, go to page 4.

**SBCTC**

Print Name:	Title:
Signature of the Program Administrator:	
Date:	
<input type="checkbox"/> SBCTC recommends approval	<input type="checkbox"/> SBCTC recommends return to sponsor

Program Name Aerospace Joint Apprenticeship Committee, 1828	Occupational Objective Logistics Specialist
--	--

**Note:** The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of Element/Course" field.

**Describe minimum hours of study per year in terms of (check one):**

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: Operations and Supply Chain Essentials	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Aerospace Joint Apprenticeship Committee	
Description of element/course: In this course, students will explore concepts related to various functions within operations and supply chain management. They will develop an understanding of complex processes to follow to bring a finished product to life for consumers. Students will explain how new demands, advancing technology, changing preferences, and unforeseen circumstances force companies to adapt to survive and create new products. Students will also gain foundational knowledge, including logistics and warehouse management principals, in a non-technical way to help them understand their work.	

Element/Course: Enterprise Resource Planning (ERP) Foundations	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Aerospace Joint Apprenticeship Committee	
Description of element/course: Enterprise Resource Planning (ERP) refers to a method or type of software that organizations use to manage day to day activities. In this course, students will explore ways to use ERP to efficiently manage demand and procurement. They will explain how to use ERP to quantify resource use, and better plan production jobs and product delivery. Students will use ERP to create invoices to send directly to customers or create and transmit import and export documentation required for cross border shipments. Students will also identify how ERP processes enhance collaboration between businesses and vendors, helping to reduce bottlenecks. Students will explore how ERP use can help target inefficiencies in resource use and improve business outcomes. Finally, students will explain how ERP can help organizations adapt during business downturns.	

Element/Course: Advanced Communications	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Aerospace Joint Apprenticeship Committee	
Description of element/course: Students will learn to identify their own communication styles and how to interact with others with distinctive styles. They will be able to describe methods to increase effective communication. They will learn how changing demographics affect workplace communication. They will demonstrate how to differentiate between the five working generations and their communication preferences. Students will identify the communication benefits of different work environments, such as in person, virtual, or hybrid. They will converse about effective techniques for communicating with a diverse workforce and implement a flexible communication strategy to better communicate with their workplace teams.	

Element/Course: LEAN & 6 Sigma Foundations (Green Belt)	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study	



<b>Provided by: Aerospace Joint Apprenticeship Committee</b>
Description of element/course: In this course, students will be able to relate LEAN 6Sigma concepts to production objectives. They will identify waste within the value stream and demonstrate the ability to effectively analyze and present data to co-workers and stakeholders. They will define and apply team leadership tools to aid in process improvement. Students will collect and process customer or internal stakeholder input/requirements and identify key metrics for measuring success. Students will define the DMAIC process and effectively use tools and concepts associated with each phase of the DMAIC process. Finally, they'll employ Lean Six Sigma skills in process improvement projects.

<b>Element/Course: Inventory and Warehouse Management</b>	<b>Planned Hours: 50</b>
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study	
<b>Provided by: Aerospace Joint Apprenticeship Committee</b>	
Description of element/course: In this course, students will describe types of inventories, learn where to locate inventory, and ways to control its location. Students will explore the uses, advantages, and disadvantages of automated inventory systems such as bar codes and RFID. They will describe ways to manage inventory and explain causes of inventory system failures as well as ways to fix the problems. Students will also explore some of the basic risks of supply chain management as well as solutions to some common problems. Finally, students will explore the importance of warehouse safety by focusing on injury prevention and reporting, forklift safety, and ergonomics.	

## Additional Training Providers (if necessary)

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

**For L&I Staff Use Only**

Received: L&I Tukwila, 2A  
June 6, 2022 *SKH*

L&I Apprenticeship Consultant

*Teri Gardner 6-6-22*  
L&I Admin

Department of Labor and Industries  
Apprenticeship Section  
PO Box 44530  
Olympia WA 98504-4530



## Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Name Aerospace Joint Apprenticeship Committee 1828	
Occupation Operations Specialist	
Term/OJT Hours 3000	Total RSI Hours 300
Training Provider Aerospace Joint Apprenticeship Committee	

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice and assures that:

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliances with WISHA and applicable federal and state regulations.
4. The RSI Plan is maintained, updated and submitted to the Department a minimum of once every 5 years (WSATC Policy 2015-01; rev, 10-21-21).
5. The RSI will be conducted by instructors who meet the qualification of the “competent instructor” as described in WAC 296-05-003:
  - a. Has demonstrated a satisfactory employment performance in her/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
  - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
  - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
6. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, instruction shall be clearly defined.

### Signatures on next page

**Form must be signed by Committee Chair and Secretary or Program's Authorized Signer**

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	June 6, 2022		
Print Name: Demetria L. Strickland	Print Name:		
Signature: <i>Demetria L. Strickland</i>	Signature:		

**Training Provider Signature**

Approved By (Print Name): Demetria L. Strickland	Title: Training Coordinator
Signature of the Training Provider: <i>Demetria L. Strickland</i>	
Date: June 6, 2022	

If additional training providers are needed, go to page 4.

**SBCTC**

Print Name:	Title:
Signature of the Program Administrator:	
Date:	
<input type="checkbox"/> SBCTC recommends approval	<input type="checkbox"/> SBCTC recommends return to sponsor

Program Name Aerospace Joint Apprenticeship Committee 1828	Occupational Objective Operations Specialist
---	---

**Note:** The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of Element/Course" field.

**Describe minimum hours of study per year in terms of (check one):**

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: Planning and Managing Operational Resources	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Aerospace Joint Apprenticeship Committee	
Description of element/course: Students will be able to analyze capacity, demand, equipment, inventory, staffing, and budget reports. They will describe how to compose budgets for staffing, materials, and funding resources. Students will gain an understanding of how to schedule project tasks, procurement needs, and financial resource needs. They will understand how production plans are built, including tools for prioritization and contingency planning. Students will learn Best Practices in areas such as project planning, monitor progress, maintaining continuous improvement, scheduling, shift balancing, resource planning, and department goal setting.	

Element/Course: Enterprise Resource Planning (ERP) Foundations	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Aerospace Joint Apprenticeship Committee	
Description of element/course: Students will learn the basics of how ERP systems work and gain an understanding for how to interpret ERP systems data. They will evaluate data and learn to develop goals to drive operation goals and outcomes. They will find new techniques to conduct stand-up meetings that will help line staff with daily performance outcomes.	

Element/Course: Advanced Communications	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Aerospace Joint Apprenticeship Committee	
Description of element/course: Students will learn to identify their own communication styles and how to interact with others with distinctive styles. They will be able to describe methods to increase effective communication. They will learn how changing demographics affect workplace communication. They will demonstrate how to differentiate between the five working generations and their communication preferences. Students will identify the communication benefits of different work environments, such as in person, virtual, or hybrid. They will converse about effective techniques for communicating with a diverse workforce and implement a flexible communication strategy to better communicate with their workplace teams.	

Element/Course: LEAN & 6 Sigma Foundations (Green Belt)	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Aerospace Joint Apprenticeship Committee	
Description of element/course: In this course, students will be able to relate LEAN 6 Sigma concepts to production objectives. They will identify waste within the value stream and demonstrate the ability to effectively analyze and present data to	

co-workers and stakeholders. They will define and apply team leadership tools to aid in process improvement. Students will collect and process customer or internal stakeholder input/requirements and identify key metrics for measuring success. Students will define the DMAIC process and effectively use tools and concepts associated with each phase of the DMAIC process. Finally, they'll employ Lean Six Sigma skills in process improvement projects.

Element/Course: Manufacturing Leadership Development	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Aerospace Joint Apprenticeship Committee	
Description of element/course: Students will develop tools to identify and communicate the evolutionary purpose of their organizations. They will adopt skills to empower team members and lead them towards personal and professional growth. Students will use planning tools to help manage change and work towards enhanced results. Students will focus on Best Practices including mentorship, developing internal/external active listening techniques, creating specific and evolving goals, helping create culture aligned for success, motivation techniques, and conflict resolution. This course introduces interactive oral and interpersonal communication skills critical to leaders, including strategies for presenting to a hostile audience, running effective and productive meetings, active listening, and contributing to group decision-making.	

Element/Course: Production and Project Management	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Aerospace Joint Apprenticeship Committee	
Description of element/course: In this course, students will learn about some aspects of project management related to keeping a proper expectation of results – Roles and Responsibilities, Visual Management, Problem Solving, Concern and Countermeasure. Students will describe how to use tools to complete projects on time and meet their operation production goals. Students will tackle examples of real project management challenges being experienced by themselves and their classmates. They will gain an understanding of their roles as mentors to help their teams learn and grow as problem solvers. Students will practice identifying a problem; they will learn processes for prioritizing and planning that lead to efficient problem solving and locating the root of the problem. During the course, they will explore a number of problem-solving methods.	

## Additional Training Providers (if necessary)

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider