



**WISCONSIN MANUFACTURING**  
EXTENSION PARTNERSHIP

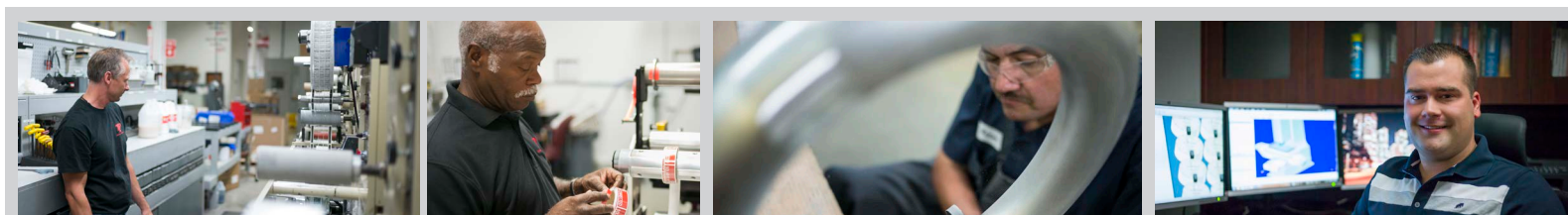
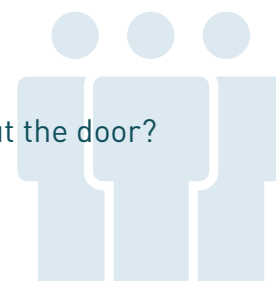
## Work Instructions

Do pending retirements have you concerned that tribal knowledge will walk out the door?

Will getting new employees up to speed faster improve your profits?

Will pending retirements in the next few years put your business at risk?

Is knowledge being efficiently and effectively transferred to new workers?



**Work Instructions** are the foundation for improvement efforts. Working with WMEP to document in hard copy, and/or electronically, your current best practices will help your company ensure all processes are well sequenced and organized. Work Instructions will help your company proactively advance your training methods by having a documented standard to train to, which will reduce training time, improve quality and reduce waste due to variation. Employees will feel more engaged and have a better understanding of what is expected of them.

Work Instruction benefits include:

- Increase in process predictability and measurement of results
- Reducing errors so management has more time for strategic objectives
- Proactively addresses the looming retirement bubble
- Lessen the impact of loss of employees
- Improve retention

Without process documentation, manufacturers find themselves in constant struggle as their most knowledgeable employees leave. Work Instructions are far more than just documenting, it allows a company to have the necessary training tools to ensure a proper transition between employees.

WMEP offers a variety of services to address your pressing people issues from Front Line Leader Skill Development to Leadership Training and Coaching to Strategic Workforce Planning to Employee Engagement Analysis to Retention Value Analysis.

It's as simple as a conversation with a WMEP business development expert who will work with you to determine the right path toward maximizing the impact on your business.

# Human Capital Services

## Key services include:

- Talent Management/ Workforce Planning
- Employee Engagement and Retention
- Succession Planning
- Organizational Design
- HR Operations and Optimization
- Leadership Development
- Employee Training & Development
- Performance Management Programs
- Change Management
- Executive Coaching
- Standardized Work



**How you succeed is unique to you, your company and employees.  
Custom processes and programs can be created to reflect that need.**

This is why we partner with you and your team to create processes and programs that help you meet your unique company and employee goals which will contribute to your organization's success.

## Customized services available include:

- Talent/Workforce Planning Roadmaps — Based on Your Strategic Business Objectives
- Training Curriculum Design — Mapped to Your Competency Models/Job Roles
- Employee Engagement Surveys
- Competency Models and Career Paths — Mapped to Your Organizational Structure
- Executive 360/Upward Feedback Programs

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Contact Jim Sullivan by calling 608.354.1346  
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