

CURRICULUM DESCRIPTION

Train-The-Trainer Training

Mandatory to be an Authorized Field Trainer

Tuition Fee

Tuition is free (\$0) for authorized Channel Partners and ABB employees. Not available for non-Channel Partners.

Description

This Train-the-Trainer program is designed to provide potential "Authorized Field Trainers" with the processes required and tools available to perform successful ABB training classes. Participants will acquire familiarity with our Learning Management System (LMS) for registration and record keeping. In addition, a broad range of classroom management techniques, as well as presentation skills and exercises, will be practiced. ASU (Authorized Start-up) and I & C (Installation & Commissioning) designations will be explored with the differences explained.

Student Profile

This training program is aimed at authorized ABB Representatives (Channel Partners) and ABB employees (Sales and Application Engineers) who have shown both the potential and the commitment to perform official ABB training on our behalf.

Training Type and Duration

The overall curriculum combines both web-based eLearning modules and instructor-led classroom training with application exercises and activities to maximize the benefits to participants, and accomplish learning objectives. The classroom portion is approximately 8 hours (1 day) of instructor-led training.

Prerequisites

Participants must have:

- A commitment to perform high-quality ABB training that measure up to the standards that ABB expects and delivers
- Authorization from both ABB's Channel Manager and Training Manager.

- Complete the eLearning modules:

- LV AND MV INSTRUCTOR TRAINING (U301E)
- LV AND MV INSTRUCTOR APPLICATION TRNG (U302E)

Goal

The overall goal of this curriculum is to train and educate participants in the sciences, techniques, and procedures used by ABB's training department, and to build the skills, knowledge, and attitudes necessary to effectively execute successful training classes.

Learning Objectives

Upon successful completion of this training, participants will be able to ...

- Locate the "Training" tab on the ABBNOW website
- Know and implement the procedures to assist the Training Coordinator in class set-up on the LMS
- Navigate various pages on the ABBNOW website to access and download vital documents and information
- Identify and use the checklists in the "ABB Field Trainer Handbook"
- Demonstrate working knowledge of classroom scheduling and logistics;
- Perform a stand-up presentation of a topic provided in class by the instructor;
- Provide and accept feedback from other students who are also taking this class;

Products Included:

This class reviews the procedures necessary to set-up the following product ASU and I&C classes:

- Drives: ACS580, ACH580, ACQ580, ACS880, DCS880
- eCo Programmable Automation Controller (PAC)
- HMI & Faceplate software program

Student Materials

Upon completion each student will receive:

- A copy of their video presentation (if requested)
- Student manual with all presentations and exercises.

The ILT portion of this training is held at the ABB New Berlin, Wisconsin Training Center. For a schedule of other training opportunities please visit Training website at:
<http://new.abb.com/service/training/abb-university/united-states/drives>.

Agenda

eLearning	Classroom Instructor Led Training (ILT)
Pre-Requisites	Day 1 - 8:00 a.m. ~ 5:00 p.m.
• LV AND MV INSTRUCTOR TRAINING	• Welcome and Introduction / About This Course
• LV AND MV INSTRUCTOR APPLICATION TRAINING	• Website familiarization: www.abbnow.com/PublicSite/Training.htm
	• Procedures / Class Administration
	• Train The Trainer - Presentation Skills
	• Assign Mock Presentations to Students
	• Lunch / Study and Prepare for Mock Presentation
	• Video Record Student Mock Presentations
	• Review and Feedback of Mock Presentations
	• Summary /Q & A's
	• Course Evaluations / Conclusion / Farewell Message

Note: Students are required to provide their own laptop with software to view/edit a PowerPoint presentation. Time will not permit the troubleshooting of student-owned PC's.

Notes – how the field class program will operate (Equipment & Manual Logistics for classes):

Drives Classes: Equipment will be shipped in a collapsible crate containing the materials needed for up to (6) students. Instructors receiving the equipment will need to make necessary arrangements to receive the crate. The crate will be shipped in its entirety, no partial equipment shipments. Once the class is complete, the instructor is responsible for properly packing the crate, and ensuring the crate is shipped to the next training site. Shipping papers and labels will be provided.

PAC / HMI classes:

PAC, HMI & laptop equipment will be shipped in individual cases designed for such shipments. Once the class is complete, the instructor is responsible for properly packing the equipment, and ensuring the shipment moves-on to the next training site. Shipping papers and labels will be provided.

Student Materials for classes

The Training Coordinator will order and have shipped, the required Student Manuals based on the enrollments listed in the LMS. Paper copies of Product Firmware, Hardware and option manuals can be ordered by the instructor and shipped to a designated site. As an alternative, electronic (Pdf) manuals can be downloaded from “abbnow.com” and forwarded to each student for reference.