

# The Academy

## Autobody Collision Training (ACT)

“The Academy” understands. No one can train employees for your company better than your company... That is what our program is all about.

How does “The Academy” training program work?

We locate qualified student(s) from your local area who are interested in a career in the auto body repair trade. These students are willing to pay your company tuition for training (in your

facility) to become your future employees. Potential student recruits are vigorously screened using prerequisite guidelines so that only the best candidates are accepted into the program.

Once this is accomplished, the student is then matched up with a technician whom you feel best demonstrates training leader qualities. The Academy provides (in-house) proven training material, technique and methodology to

the technician and student to be used as an organizational tool that quickly promotes and enhances student learning. Repair knowledge and skill levels progress almost immediately as the student becomes involved in the repair process.

### Company Commitment

At “The Academy” we believe in taking a proactive approach toward

apprenticeship training. Our training program is complete in context and design. A.C.T. offer repairers a creative solution that addresses the technician shortage issues confronting today’s repair industry. We are searching for companies (like yours) who are equally committed to resolving this dilemma. This commitment on both our companies’ behalf will make an in-house entry-level technician training program successful.

### Customizing Training

One of the benefits of “The Academy” training program is versatility. Nobody knows your business better than you; your customers, your employees, your area’s business climate, your processing systems, and especially the personality traits of your production workforce. We know this and very much respect that fact. That is exactly why we designed our program with flexibility and versatility from inception. We realized a rigid program would not conform to varying business individuality. Our program is tailored to fit your company requirements in any area of training.

### A.C.T Goal and Objective

Our goal and objective is simple; we want your business to prosper utilizing our service. We believe our training program is a solid foundation to continue growing your business efficiently to meet industry changes. By accomplishing our primary objective and goal, we are

confident you will continue using our service as you growth blossoms.

*Objective:* To establish and integrate an entry-level technician training program into your company’s mainframe production work force.

*Goal:* Increase repair efficiency in all areas of collision production.

### Benefits of the training program

1. Strengthen and customize your existing workforce, while growing in-house technicians for present and future demands.

2. The in-house training program will eliminate costly time and effort associated with locating sufficient human resources for your production workforce.

3. Training adds an additional profit center to your business that allows you to increase your workload volume.

4. A training program will increase public awareness of your business throughout the community.

5. A training program can standardize the repair process thus making it a more efficient procedure.

6. A quality training program will quicken and stabilize the time table for your company’s growth and expansion.

7. A training program is self evolving; students teach students by staggering recruits.

8. A training program is self sustaining; new students can enter the program at any time.

9. The training program is a strong foundation suited to supporting team repairs. Team repairing increases the turn rate on volume, raises C.S.I. and quality control, and can reduce labor costs. Team repair induction into your production mainframe will offer tremendous value and efficiency, company wide.

### Training program Questionnaire

The Academy questionnaire form is formatted and designed to learn about your company. It’s an effective tool for customizing a training program to fit your company’s individuality. The questionnaire consists of multiple choice questions divided into five categories. It serves as an aid to familiarize myself with your company that will accurately portray the uniqueness of your business. It is a cost efficient method used primarily to span the geographical distance between our localities until personally meeting face to face.

## Training technique and insertion

The insertion of our training program into your facility is a non-complicated, un-obtrusive procedure that adapts to the way you conduct business on a daily basis. We eliminate problematic negatives associated with training (lost time or revenue) and couple that with the benefits of increased production. We are confident your technical workforce will want to be willing participants in the training program. It is a program that can be taught to training team leader(s) quickly and enhances productivity almost immediately. The program design does not change or alter the way your technicians repair vehicles. It transfers their repair knowledge quickly and efficiently (using our guideline text) to the student entry-level technician thus producing optimum results. Our training program can be inserted and implemented in one week's time through personal demonstrations and instruction working with your technical experts on the production floor at your location.

## Curriculum

Our training program curriculum is unique. It is formatted in a simple non-sense form that is free from technical jargon. The text was developed by a technician, for a technician. It is an organizational teaching tool that enhances training and learning for entry-level tech students with little or no experience. It is designed to be utilized in conjunction with live demonstrations of repair as they occur. The text is a straight to the point, step by step directional guide that is easily understood and followed by even the most inexperienced student.

## Procedural text includes

Surface repair, roof replacement, quarter replacement, bedside replacement, rear body replacement, door skin replacement, core support replacement, bolted parts R&I, metal straightening, structural repair, frame set-up and pulling techniques, damage analysis estimating, repair plan strategy, mig welding.

## Curriculum inclusion

Standard operating procedures for disassembly, reassembly, coach, surface repair, and frame repair. Task enhancement and objectives for disassembly, reassembly, coach, surface repair, and frame repair. Other curriculum includes, parts check-in procedures, estimate/worksheet sign off procedures, supplement sheet, and vehicle operations check list.

## Monitoring student progress

Pre-test grading system, example vehicle worksheet, repair plan worksheet, student journal, student warning notice, student handbook, and student time sheet.

## Company Agreement

Nondisclosure forms must be signed between The Academy and the repair facility receiving the in-house training program. The Academy also provides agreement forms between the student and the repair facility offering training that explain detailed description, steps and action associated with the training program.

## Trainer Team Leader

One of the most important facets to success for your in-house training program will be the person(s) you choose to lead the training program. The trainer leader also referred to as the TTL, must possess certain qualities. The training program we have developed will undoubtedly be new to the TTL. They will have to learn the program methodology in order to relate that information to the student and achieve the optimum results. This is why we feel it is important to work with the TTL in real training scenarios and application on the production floor to demonstrate the training material, technique and methodology of the training program.

## Training time line

Variables affecting time line averages for recruiting include; your company's

presence within the community, the number of E.T. (entry level technicians) recruits desired, the durational time period of training, and tuition cost for training. Productivity time lines for ET's is almost immediately in basic task areas. Three months is an average time line for ET productivity doing more complex tasks. In general terms, the training program will produce positive results in thirty to sixty days.

## Program cost.

The basic program cost is two thousand five hundred dollars; plus travel expenses and accommodations. This price includes (printed material with C.D. ROM) everything your company needs to start an effective training program, plus three days of personalized attention with your technicians on the production floor demonstrating training material, techniques, methodology and instruction. Because we have such confidence in our program, payment is contingent upon positive results.

For more information E-mail [theacademyact@bellsouth.net](mailto:theacademyact@bellsouth.net) or call Jeffery Koykar at 865-995-2228.