

# AIDT - Alabama's State-Sponsored Workforce Training Program

## Alabama's Number One Incentive

- **Total Workforce Delivery System** - AIDT offers comprehensive pre-employment selection and training, leadership development, on-the job training, maintenance assessments, and industrial safety assessments and training—all specific to a company's needs.
- **ISO Certification** - AIDT was awarded ISO 9001:2008 certification by the International Organization for Standardization.
- **Services at No Charge** - Services offered by AIDT are provided at no cost if employers meet criteria for starting wages and number of jobs created.
- **Services Offered by AIDT:**
  - Pre-Employment Selection and Training
  - Leadership Development
  - Industrial Safety Assessment
  - Industrial Maintenance Technician Assessment Program
  - Process Improvement Assessment
  - AIDT Extra

## AIDT — Alabama's State-Sponsored Workforce Training Program

AIDT was established to provide quality workforce development for Alabama's new and existing businesses, and to expand the opportunities of its citizens through the jobs these businesses create. AIDT, an institute of the State's Department of Postsecondary Education, provides a total workforce delivery system, **at no cost to employers** for:

- *recruiting, screening and training potential employees*
- *developing and producing training materials*
- *providing training facilities*
- *delivering customized services*



AIDT provides job-specific pre-employment and on-the-job training programs. The program provides a full range of customized technical training programs that are free to the employers and to the trainees. Management and supervisory training programs are also available. In addition to training, AIDT offers services including trainee recruitment and screening, safety assistance and industrial maintenance assessments. Training is conducted by AIDT staff or contracted instructors and delivered through Mobile Training Units (MTUs) customized to meet specific company needs. MTUs go directly to the employer site to provide classroom and hands-on training.

AIDT's unique workforce selection and training processes have again achieved ISO 9001:2008 certification for a state-funded workforce training program. SRI Quality System Registrar auditors certified AIDT's conformity to requirements specified in ISO 9001:2008 standards developed by the International Organization for Standardization (ISO). ISO is the source of quality and environmental management standards and has more than 17,500 international standards for business, government and society. ISO is a network of national standards institutes from approximately 160 countries working in partnership with international organizations, governments, industry, business and consumer representatives. SRI is an internationally accredited registrar for quality management systems standards.

### **Services Offered:**

AIDT's Total Workforce Delivery System provides on-the-spot training even before you have a place to provide on-the-job training. AIDT offers comprehensive pre-employment selection and training, leadership development, on-the job training, maintenance assessments, and industrial safety assessments and training—all specific to a company's needs. Services offered by AIDT are provided at no cost if employers meet criteria for starting wages and number of jobs being created.

### **Pre-employment Selection and Training**

The pre-employment programs allow AIDT to evaluate and enhance employee skills through job-specific training. Clients have the opportunity to observe candidates in a simulated work environment.

Candidates attend training at their own expense and on their own time, making a personal investment that ensures those completing training are highly motivated and performance focused. The final hiring decisions remain in the hands of the company at training completion.

AIDT works with the client to define curricula, required skills and abilities for each job. AIDT plans the training schedule, evaluation process and determine the staff and equipment needs for the training. In addition, AIDT provides comprehensive design and development of training manuals, corporate and process training videos, multimedia presentations as well as printing and distribution services.

AIDT designs and builds specialized training systems, as well as provide on-site setup and maintenance of all training hardware and materials. And AIDT's financial infrastructure allows for the flexibility to make things happen—fast and efficiently. AIDT assists in recruiting candidates who meet the client's unique requirements for employment. The detailed screening process is designed to seek the most highly qualified

candidates available.

AIDT provides several options for training delivery, including a fleet of mobile training units. These units can be delivered directly on-site for your training, even during the early stages of construction. AIDT maintains four permanent centers located in Huntsville, Montgomery, Mobile and Sylacauga. Project based facilities are currently located at Honda in Lincoln, Hyundai in Hope Hull, Mercedes-Benz in Vance and ThyssenKrupp Steel & Stainless in Calvert. Other facilities are arranged as needed.

### **Leadership Development**

AIDT Leadership Development training programs introduce team leaders, supervisors and managers to effective leadership responsibilities, communication skills, teamwork and motivational techniques. Programs are tailored to company specific needs. Training programs currently offered by AIDT are Leadership Skills I and II, Basic Computer Skills and Interview T.I.P.S. (Training to Improve Presentation Skills).

### **Industrial Safety Assessment**

AIDT staff members are authorized by the U.S. Department of Labor's OSHA Training Institute to conduct comprehensive programs through the OSHA Outreach Training Program. AIDT offers 10 and 30-hour courses in construction and general industry safety and health standards. Employees receive OSHA-issued cards following completion of each program. AIDT can help correct any problems before OSHA arrives and avoid costly fines—and more importantly, ensure the safety of employees.

### **Industrial Maintenance Technician Assessment Program**

AIDT's comprehensive, full-day Industrial Maintenance Technician Assessment Program (IMTAP) evaluates maintenance personnel using a battery of written and practical tests to measure productivity. AIDT schedules, administers, and scores the assessments. AIDT continuously refines and adjusts the assessment's methodology to stay current with technology, and candidates are only assessed on the required skills.

### **Process Improvement Assessment**

The Process Improvement Assessment provides an independent third-party review of your company's business processes as it relates to lean manufacturing. The Process Improvement Assessment is administered in a "go-and-see" method. The AIDT team will tour the plant, observe processes, and interview key personnel. The team then develops feedback through the compilation and analysis of the data collected. After assessment and analysis, the AIDT team will return to your company to provide the feedback report.

### **AIDT Extra (AIDT Extends Training and Recruitment for Alabama Employers)**

AIDT Extra is tailored toward businesses that do not traditionally qualify for existing AIDT services. AIDT Extra provides assistance, accessories and advice to help businesses recruit, assess, train and enhance the workforce needed for today's changing market. Manuals and instructor guides provide a range of skill-building topics, such as basic math, safety, precision measurement, quality control, team building, and other topics requested by each company. Alabama businesses now have access to services designed to identify qualified job seekers to fill jobs and to stabilize and expand current employee skills through AIDT Extra.

*Source: AIDT  
www.aidt.edu  
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