

**Product:** Clemson Ice Cream

**Plant Name:** Clemson's '55 Exchange Creamery

**Address:** Creamery, Newman Hall, Clemson, SC 29634

**Issue Date:** 8/19/2016

**Supersedes:** 7/20/2016

## **TRAINING PROGRAM**

### **Who:**

- The production manager trains all employees who work in ice cream production.
- The faculty advisor will be in production a minimum of once a semester, within the first month.

### **When:**

- At the start of employment of production staff
- Annually for refresher training
- As changes are made to personnel practices/procedures
- As needed for retraining if employee puts food safety at risk (monitored through the personal practice form)

### **What:**

- Before the first day of work, employees will be required to read the production-training manual. Then the production manager will train verbally and by hands-on demonstration during an ice cream production.

### **How:**

- Employees read the SOP program before training occurs and will be required to read and understand GMP requirements
- Employees may be verbally assessed for understanding of GMP requirements.
- Assess the trainee's understanding by observing as he/she performs the duties.

# Training Guide Writing

**David Kmiec, Bernadette Longo**



## Training Guide Writing:

The IEEE Guide to Writing in the Engineering and Technical Fields David Kmiec, Bernadette Longo, 2017-09-13 Helps both engineers and students improve their writing skills by learning to analyze target audience tone and purpose in order to effectively write technical documents This book introduces students and practicing engineers to all the components of writing in the workplace It teaches readers how considerations of audience and purpose govern the structure of their documents within particular work settings The IEEE Guide to Writing in the Engineering and Technical Fields is broken up into two sections Writing in Engineering Organizations and What Can You Do With Writing The first section helps readers approach their writing in a logical and persuasive way as well as analyze their purpose for writing The second section demonstrates how to distinguish rhetorical situations and the generic forms to inform train persuade and collaborate The emergence of the global workplace has brought with it an increasingly important role for effective technical communication Engineers more often need to work in cross functional teams with people in different disciplines in different countries and in different parts of the world Engineers must know how to communicate in a rapidly evolving global environment as both practitioners of global English and developers of technical documents Effective communication is critical in these settings The IEEE Guide to Writing in the Engineering and Technical Fields Addresses the increasing demand for technical writing courses geared toward engineers Allows readers to perfect their writing skills in order to present knowledge and ideas to clients government and general public Covers topics most important to the working engineer and includes sample documents Includes a companion website that offers engineering documents based on real projects The IEEE Guide to Engineering Communication is a handbook developed specifically for engineers and engineering students Using an argumentation framework the handbook presents information about forms of engineering communication in a clear and accessible format This book introduces both forms that are characteristic of the engineering workplace and principles of logic and rhetoric that underlie these forms As a result students and practicing engineers can improve their writing in any situation they encounter because they can use these principles to analyze audience purpose tone and form Practical Ideas for Teaching Writing as a Process Carol B. Olson, 1996-02 Contains a collection of specific classroom strategies suggestions for teaching writing to elementary school students according to an eight stage process Specific techniques for teaching each stage of the writing process descriptions of proven approaches for using these techniques are also included A wonderful resource a labor of love from a large talented group of educators Had its beginnings in the California Writing Project at the Univ of California Irvine Best Seller Illustrated **Guide to Official Letter Writing, Orders, Etc**, 1904 *The AMA Handbook of Business Writing* Kevin Wilson, Jennifer Wauson, 2010-08-04 This invaluable resource gives you quick accessible guidelines to the entire writing process from using correct grammar and style to formatting your document for clarity to writing effectively for a target audience When it comes to writing do you know how many businesspeople are just winging it It clearly shows in sloppy

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