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TRAINING CHART

ORGANIZATIONAL UNIT

1

2

SUPERVISOR OR INSTRUCTOR

TASKS, SKILLS, OR OPERATIONS

3

4

CHECK APPLICABLE BOX

☐ ON-THE-JOB   ☐ OFF-THE-JOB

DATE INITIATED

5

6

AF IMT 1320A, 19770801, V1

This chart is designed for use in training civilian and military personnel. It provides a simple method of organizing and recording information about the job and the worker for training purposes. When properly prepared and used, the training chart will assist in:

Determining individual and group training needs.
Planning and scheduling training.
Determining the extent to which there is a trained staff as needed to perform the mission.
Determing the progress of training.
Making work assignments.

PREPARATION

1. Complete the identifying data in the upper left hand corner of the chart.

2. Line 1 may be used to indicate the functions of the organizational unit, civilian position titles, or AFSCs (for military personnel only) in which training is to be given; for example, warehousing or warehouseman.

3. Line 2 may be used to indicate a breakdown of the various segments or divisions of work which make up the functions or the positions or AFSCs; for example, shipping, receiving, inventory, and storage.

4. List on the diagonal lines (line 3), breakdown of segments of work indicated in line 2 into work units, tasks, skills, or operations which are performed; for example, processing AF Form 105F series. For training courses, units of courses may be listed.

5. Line 4 may be used either to:
   a. Identify by number the operations or tasks as a cross reference to operation breakdowns or major heading of course outlines; or
   b. Indicate the number of hours required to accomplish the training listed under any operation, task, or unit of a course.

6. List in column 5 the names of personnel assigned to perform the work units, tasks, skills, or operations, or assigned to a course of instruction. Names may be listed alphabetically, or by grade or rank from the highest to the lowest.

7. Consider each individual listed in regard to each work unit, task, skill, or operation indicated in line 3. Block by block, indicate whether training is needed, using the following suggested symbols as aids. Other symbols or numbers may be used, if desired.

Worker does not need to perform the work unit or know the skill as it is not required in present assignment.

Worker can perform the work and training is not needed. (Use this symbol when the worker performs with a minimum of supervision and meets all the work requirements as to quality, quantity, and the manner of performance.)

Worker cannot perform the work, but training will not be scheduled until a later date as he/she does not need to be trained immediately.

12-1   Worker should know the work and is scheduled for training, which is to be completed by date shown. Express the date in numerals to indicate the month and day.

8. The following additional symbols may be used when it is desired to show degrees of partial performance ability by the worker:

Worker's performance indicates that he is aproximately 75 percent trained.

Worker's performance indicates that he is aproximately 50 percent trained.

Worker's performance indicates that he is aproximately 25 percent trained.

9. Column 6 may be used for remarks or notes as desired by the supervisor or instructor. For example, beginning and ending dates of on-the-job training period may be shown.

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