

Knowledge Excellence - Training, Skills Management

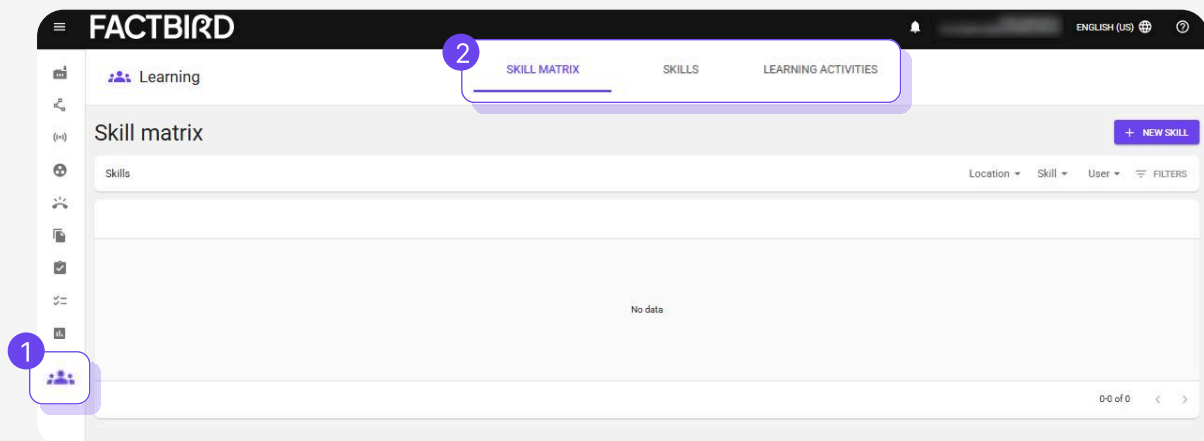
What is Training, Skills Management

Training and Skills Management in Factbird provides a systematic approach to workforce development for sustainable change, supporting skill development from onboarding to upskilling and ensuring the right skill profiles are available to meet production demands.

1

Access Training, Skills Management

1. On the menu, click on **“Learning”**.
2. There are three tabs:
 - a. **“LEARNING ACTIVITIES”**: New training content (learning activities) can be created and updated digitally. All created training content will be listed here.
 - b. **“SKILLS”**: You can define skills by associating training content with them. For example, operating the filler requires the completion of two specific training content (learning activities).
 - c. **“SKILL MATRIX”**: You can associate skills with individuals. For example, specifying which employees need to be enrolled in specific skills. It then provides an overview of employee and their skill attainment status.

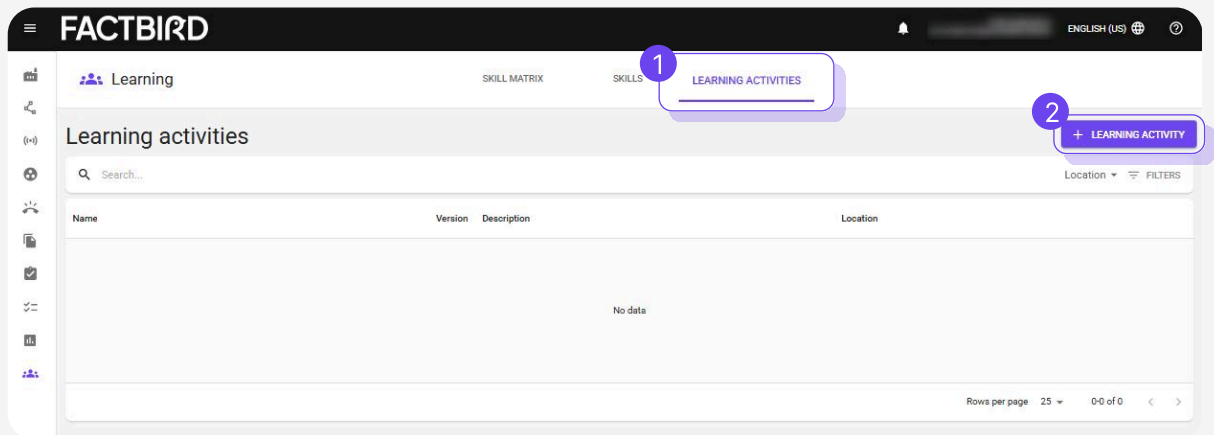


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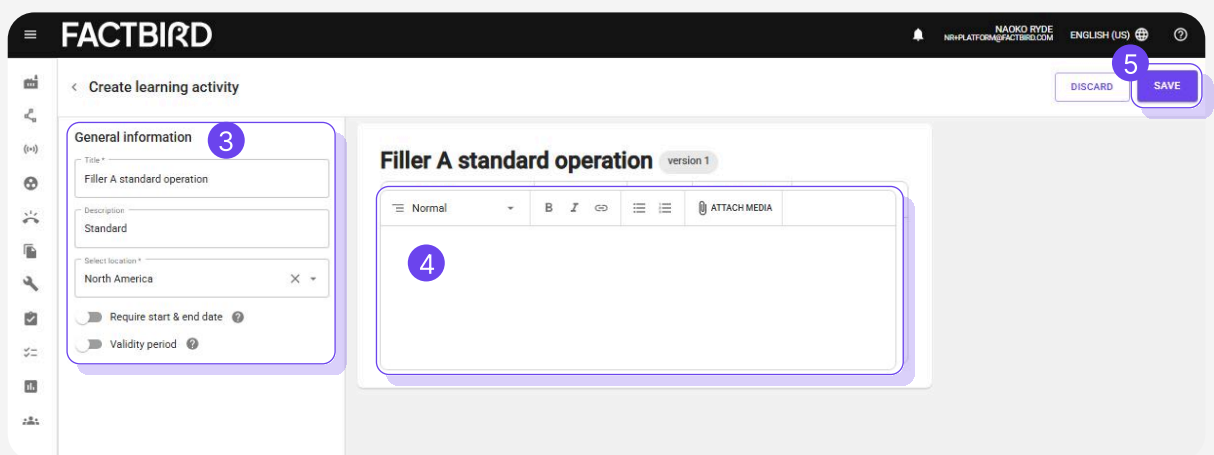
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2 Create training content (learning activities)

1. Click on the “**LEARNING ACTIVITIES**” tab.
2. Click on the “**+ LEARNING ACTIVITY**” button.



3. Fill out the “**General information**”:
 - Enter the “**Title**” and “**Description**”.
 - Select the “**location**” where the training content will be applicable.
 - Slide the toggles for “**Require start & end date**” and “**Validity period**” if needed.
4. Write the content in the editor, attach links, images, and videos if needed. Links can be to external systems, such as SharePoint or YouTube, when linking existing training content.
5. Click “**SAVE**”.

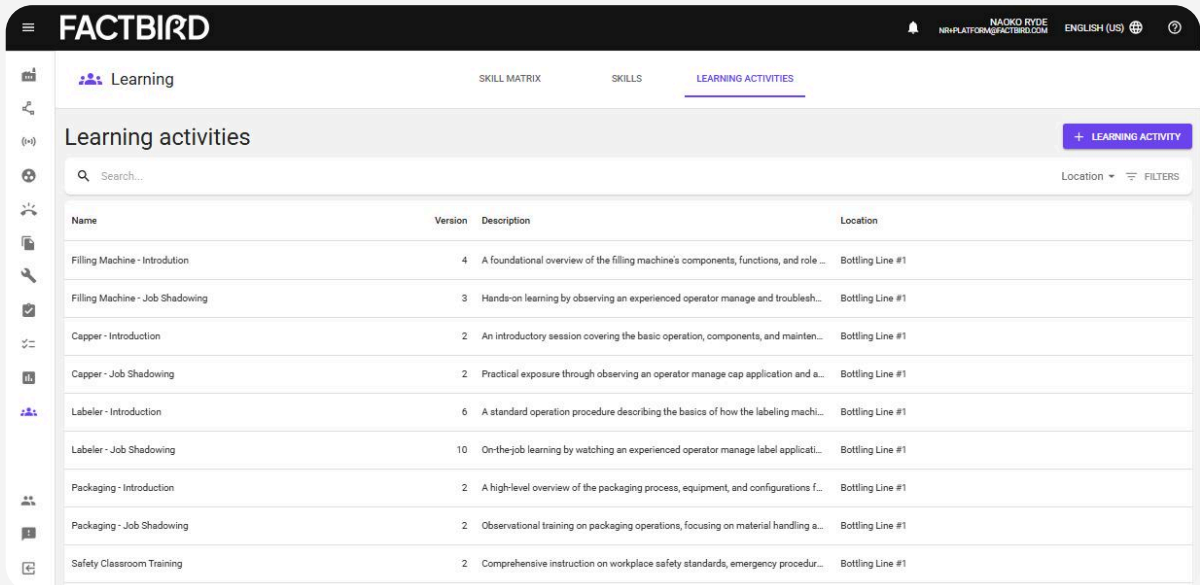


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3 Update training content (learning activities)

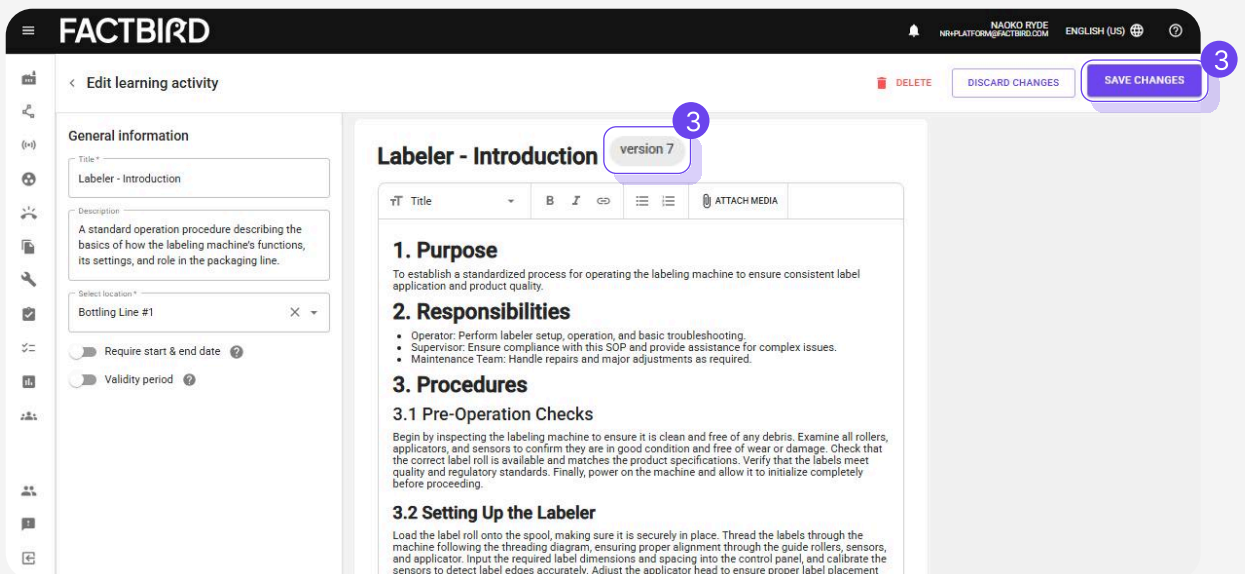
1. Created training content will be displayed in the list.
2. Clicking on the list opens the content editor.



The screenshot shows the FACTBIRD Learning Activities page. The header includes the FACTBIRD logo, user name (NACKO RYDE), email (NR-PLATFORM@FACTBIRD.COM), and language (ENGLISH (US)). The main content area is titled "Learning activities" and features a search bar, a location filter, and a table of activities. A "+ LEARNING ACTIVITY" button is in the top right.

Name	Version	Description	Location
Filling Machine - Introduction	4	A foundational overview of the filling machine's components, functions, and role...	Bottling Line #1
Filling Machine - Job Shadowing	3	Hands-on learning by observing an experienced operator manage and troublesh...	Bottling Line #1
Capper - Introduction	2	An introductory session covering the basic operation, components, and mainten...	Bottling Line #1
Capper - Job Shadowing	2	Practical exposure through observing an operator manage cap application and a...	Bottling Line #1
Labeler - Introduction	6	A standard operation procedure describing the basics of how the labeling machi...	Bottling Line #1
Labeler - Job Shadowing	10	On-the-job learning by watching an experienced operator manage label applicati...	Bottling Line #1
Packaging - Introduction	2	A high-level overview of the packaging process, equipment, and configurations f...	Bottling Line #1
Packaging - Job Shadowing	2	Observational training on packaging operations, focusing on material handling a...	Bottling Line #1
Safety Classroom Training	2	Comprehensive instruction on workplace safety standards, emergency procedur...	Bottling Line #1

3. Update the content and click "SAVE CHANGES", which will mark it as the next version.



The screenshot shows the "Edit learning activity" page in FACTBIRD. The page title is "Labeler - Introduction" and the current version is "version 7". The left sidebar contains "General information" with fields for Title, Description, and Select location. The main content area shows the activity content with a rich text editor. A "SAVE CHANGES" button is highlighted with a red circle and the number 3.

Labeler - Introduction version 7

1. Purpose
To establish a standardized process for operating the labeling machine to ensure consistent label application and product quality.

2. Responsibilities

- Operator: Perform labeler setup, operation, and basic troubleshooting.
- Supervisor: Ensure compliance with this SOP and provide assistance for complex issues.
- Maintenance Team: Handle repairs and major adjustments as required.

3. Procedures

3.1 Pre-Operation Checks
Begin by inspecting the labeling machine to ensure it is clean and free of any debris. Examine all rollers, applicators, and sensors to confirm they are in good condition and free of wear or damage. Check that the correct label roll is available and matches the product specifications. Verify that the labels meet quality and regulatory standards. Finally, power on the machine and allow it to initialize completely before proceeding.

3.2 Setting Up the Labeler
Load the label roll onto the spool, making sure it is securely in place. Thread the labels through the machine following the threading diagram, ensuring proper alignment through the guide rollers, sensors, and applicator. Input the required label dimensions and spacing into the control panel, and calibrate the sensors to detect label edges accurately. Adjust the applicator head to ensure proper label placement

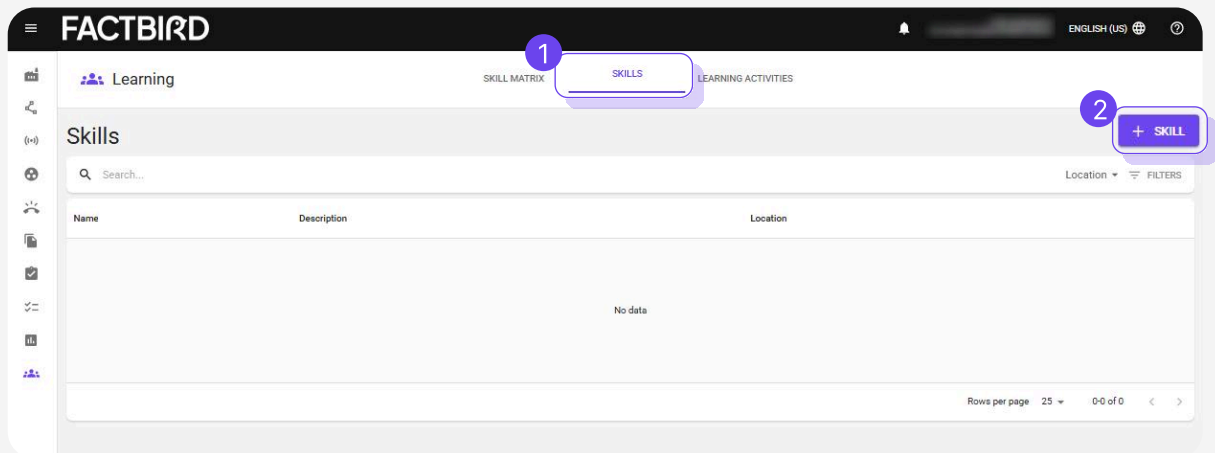
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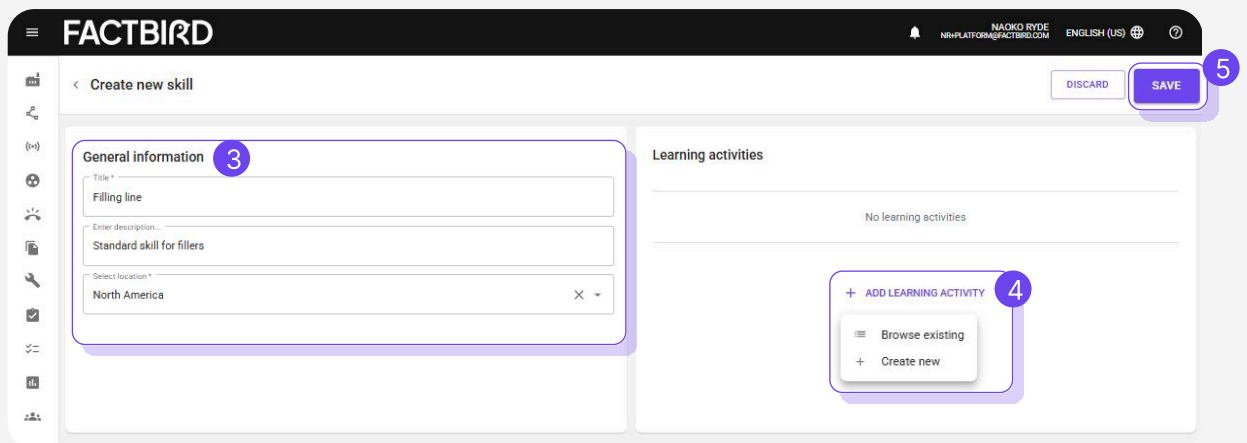
4

Associate training content (learning activities) with skills

1. Click on the “**SKILLS**” tab.
2. Click on the “**+ SKILL**” button.



3. Fill out the “**General information**”:
 - Enter the “**Title**” and “**Description**”.
 - Select the “**location**” where the skill will be applicable.
4. Click “**+ ADD LEARNING ACTIVITY**” to associate training content to the skill. Use “**Browse existing**” to select from existing content or “**+ Create new**” to create new training content.
5. Click “**SAVE**”.



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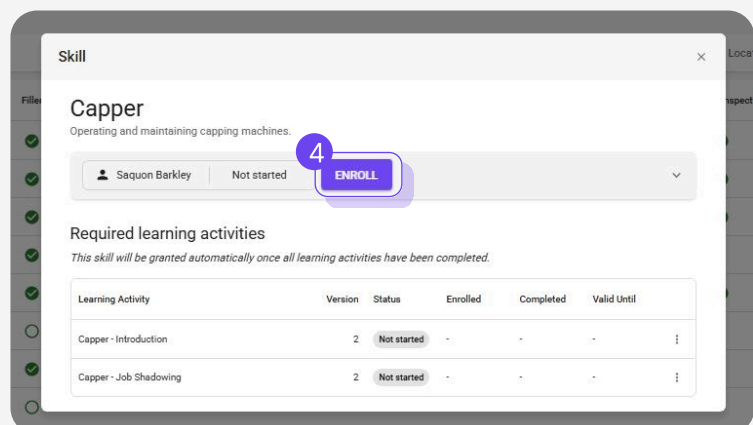
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5 Associate skills and employee (users)

1. Click on the “**SKILL MATRIX**” tab.
2. The Skill matrix displays a chart of employees (users), their skills, and their skill status. What is displayed depends on the location, which can be selected from the “**Location**” menu. For example, if you choose “North America” from the “**Location**” menu, it will show the employees (users) and skills applicable to North America, including all assets and lines that belong to it.
3. To enroll a skill for an employee, drag the cursor to the skill and employee, then click “+”.
4. Click “**ENROLL**”. The circle will appear to indicate that the skill has been enrolled for the employee.

Skills	Filler	Capper	General Safety	Labeler	Equipment	Cleaning	Quality Control	Cleaning, Inspecti...	Documentation	Using Factbird
Sam Darnold	✓	✓	✓	✓	✓	✓	✓	✓		
Nico Collins	✓	✓	✓	✓	✓	✓	✓	✓		
Jaylen Warren	✓	✓	✓	✓	✓	✓	✓	✓		
Puka Nacua	✓	✓	✓	✓	✓	✓	✓			
Nikolaj Arsliev	✓	✓	✓	✓	✓	✓	✓	✓		✓
Malik Nabers	○	○	○	○	○	○	○			
Tua Tagovailoa	✓	✓	✓	✓	✓	✓	✓			
Saquon Barkley	○	+								
Keon Coleman	✓	✓	✓	✓	○	✓	✓			
Khalil Shakir	✓	✓	✓	✓	○	✓	✓			

- ✓ A checked circle indicates that the skill has been obtained, meaning the training for the skill has been completed by the employee.
- A blank circle indicates that the training is enrolled for the employee, and the skill has not yet been obtained.

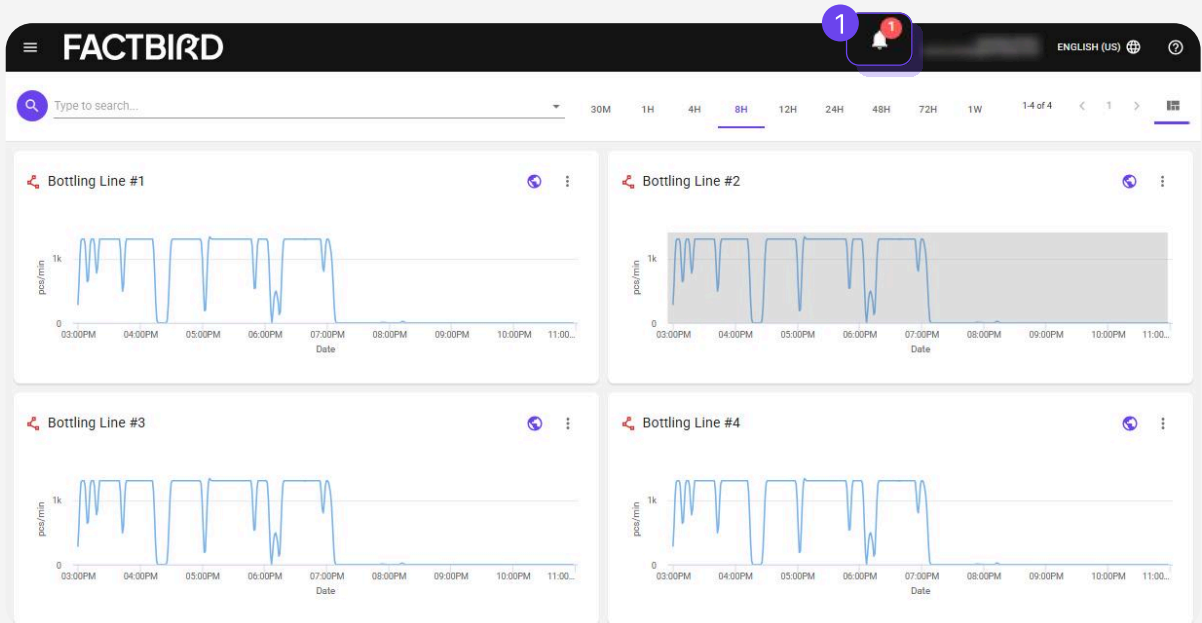


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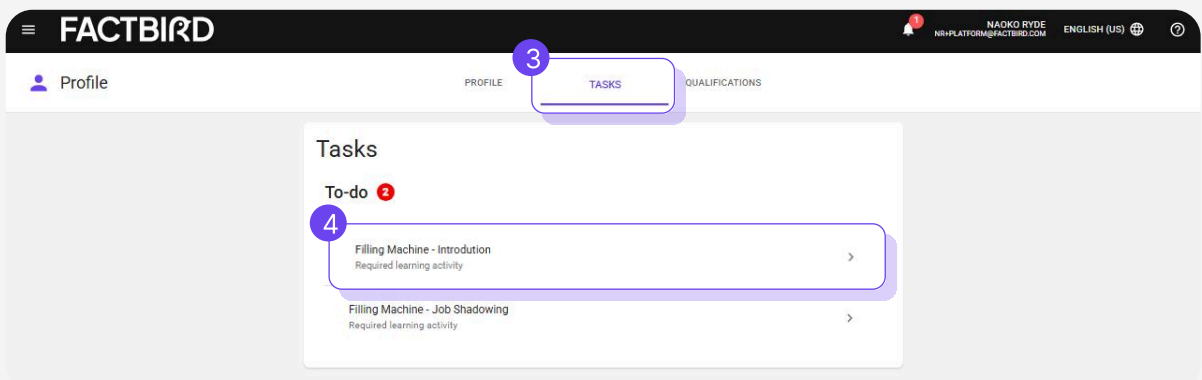
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6 For an employee (user) to use Training

1. When an employee (user) logs in to Factbird, “**Notification**” icon will be displayed at the top right of the screen.
2. Clicking the notification icon opens “**Profile**” page of the user.



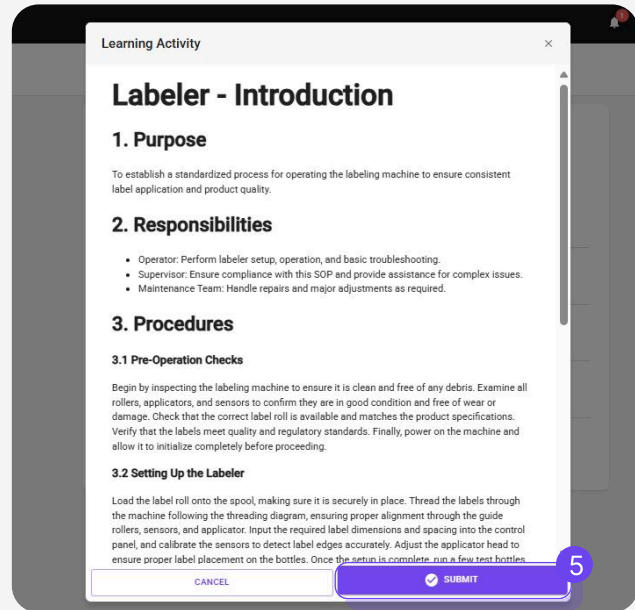
3. “**TASKS**” tab shows the training that needs to be completed by the user.
4. Click on the list and it opens the content.



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5. Click **"SUBMIT"** when the user completes the training. This will automatically update the skill status in the Skill Matrix.



6. **"QUALIFICATION"** tab displays a list of skills assigned to the user.
7. Clicking on a skill opens its details.

