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Pre-Class Worksheet

1. Do you have a written process for onboarding new employees?

2. Was it developed piece by piece, or strategically designed as a united whole?

3. How many years has your current onboarding system been in place?

4. Is there a clear schedule for training?

5. Do you have designated trainers who have been trained in your orientation/onboarding process?

6. Are you hoping to revise your onboarding process?

7. Bring with you an outline of your current onboarding and training practices for new employees.

Consider:

Industry vocabulary

Team culture

Assessment

Career pathway

Fundamentals of painting

Skills demonstration/

Safety training

Prep

confirmation

Communication

Clean-up

Mentoring

8. Talk to your key leadership and ask them what you most need to improve about your onboarding process for new employees. Write down your company's needs and bring your list with you for part 2 of the EXPO Workshop that includes group work.

9. If you have not already, review the Trade Best Practice videos at <https://pcapainted.org/trade-best-practices/>

10. How well does the Trade Best Practice Series outline of video topics compare with your current onboarding system for new employees? What gaps does it fill particularly well?

11. What tools would help you implement the Trade Best Practice series in your business?

12. What topic is not covered in the Trade Best Practice Series that you will need to provide additional training for?

PCA's Trade Best Practice Series | video outline

<https://pcapainted.org/trade-best-practices/>

EPISODE 1 | The Painting Industry

In this video, we discuss what it means to have a career in the painting industry and introduce work safety and organization. We also go in the field to see how both commercial and residential companies stay safe and organized.

EPISODE 2 | Cleaning

In this video, we discuss the different types of cleaning and the importance of preparing surfaces for painting. We go in the field to see how professional painters keep homeowners' belongings protected, and how contractors remain safe when preparing commercial projects. This video demonstrates the Trade Best Practices for prep and cleaning.

EPISODE 3 | Taping

In this video, we discuss the different attributes and types of tape. We also go out in the field to see how companies tape trim and baseboards. The Trade Best Practices for application and the differences between tape types are demonstrated.

EPISODE 4 | Masking

In this video, we discuss masking materials and how to use them on various projects. We go in the field to see how several companies mask both commercial and residential projects. The Trade Best Practices for masking big and small objects, making a hanging loop and the differences in masking materials are demonstrated.

EPISODE 5 | Huddle-Up and PPE

In this video, we discuss the importance of Personal Protective Equipment (PPE) on job sites and safety resources. We also go in the field for a respirator test and attend a team training.

EPISODE 6 | Sanding

In this video, we discuss what and where to sand and what tools to use. We go in the field to see how sanding smooths surfaces, the benefits of a dustless sander and how painters choose the right grit for the job. The Trade Best Practices for using power and pole sanders are demonstrated.

EPISODE 7 | Spackling

In this video, we discuss why and where to spackle and give an overview of the different types of spackle. We go in the field to fix minor and major imperfections. We demonstrate the Trade Best Practices for inspecting walls, selecting putty knives and spackling.

EPISODE 8 | Caulking

In this video, we discuss the aspects of caulk and go over ladder safety. We go in the field to see how companies choose the type of caulk for the job and how they apply it. We demonstrate the Trade Best Practices for cutting a tube, loading a gun, applying caulk and maximizing wingspan on ladders.

EPISODE 9 | Planning and Sequencing

In this video, we discuss site planning and sequencing and how it improves overall workflow. We also go in the field to see how companies plan and how worksite organization saves time and keeps their crew members safe.

EPISODE 10 | Priming

In this video, discuss the major attributes of primers and give examples of each. We go in the field to learn different priming methods and how to decide between primer types. The Trade Best Practices for opening and pouring paint and rolling primer are demonstrated.

EPISODE 11 | Brushing

In this video, we discuss the different parts of a brush and the basic attributes of paint. We go in the field to brush trim and intricate surfaces. This video demonstrates the Trade Best Practices for brush loading, brush type and cutting in.

EPISODE 12 | Rolling

In this video, we discuss the benefits of rolling, types of roller covers, and roller size. We go in the field to see how companies roll on both commercial and residential projects. This video demonstrates the Trade Best Practices for using a positive locking roller system, loading a roller and rolling a wall.

EPISODE 13 | Cleanup and Closeout

In this video, we discuss what a painter is responsible for at the end of the day and the importance of closeout. We go in the field to learn how end of the day cleanup is a team effort and the benefits of having a good closeout system in place. This video demonstrates the Trade Best Practices for brush cleaning and roller disposal.

EPISODE 14 | Business

In this video, we discuss business-related factors to keep in mind when on the job. We go in the field to meet business owners who show us how their companies operate and learn about the qualities they look for when hiring new painters.

EPISODE 15 | Expertise

In this video, we discuss the recipe for success for a rewarding career in the painting industry. We go in the field to find out how business owners got started and grew their companies. They also give tips on how to be a successful painter. This video demonstrates exercises you can do before and after the workday to keep your muscles warm and ready.