

# Example Press Brake Training Plan



## Onboarding

- **Welcome to the company**
  - About the company
  - Values
  - Flow of parts from start to finish
- **HR**
  - Highlights of Handbook and link to view entire Handbook
  - Clock-in / Clock-out
  - Job tracking system
  - Requesting PTO
  - Call-out policies
  - HR systems (websites / apps)
  - Phone policy
  - Headphones policy
- **General Shop Safety**
  - PPE
  - Electrical Safety & LO/TO
  - Fire Safety
  - First Aid
  - Cranes, Hoists, and Slings (if this is related to a non-onboarding skill, recommend waiting until after onboarding)
  - Slips, Trips, and Falls, Back Injuries
  - Material Handling
  - Machine Safety
  - Machine Guarding
  - Layout of building / map (evacuation locations, eye wash, etc)
- **Introduction to Your Job**
  - Press Brake Overview
  - Press Brake Safety
  - Overview of Operator Job
  - Detailed Steps of Operator Job (Work Instructions)
  - Move Ticket Full Explanation
  - Terminology of Press Brake Components
  - Tool Terminology
  - Print Reading Basics
  - Common Mistakes with Press Brake

# Example Press Brake Training Plan



## Developing

- Names of different Press Brakes
- Startup & Shutdown
- Selecting Punch/Dies
- Changing Punch and Die Intro
- Caliper Use
- Protractor Use
- Additional Drawings
- Full Components of machine
- Troubleshooting

## Upskilling

- Setup / Other Procedures to know
- Creating a new program
- Maintenance Procedures
- Additional Troubleshooting

## Cross Training

- Laser loading
- Grinding / Finishing
- Assembly
- Shipping