

# Oklahoma can answer *your toughest* training questions

The Training for Industry Program (TIP) and our ongoing customized upgrade training programs get you the talented, skilled and productive workforce you need for a secure future in Oklahoma. Check out these details about how the nation's top program works!

## **W**hat type of start-up training does the state of Oklahoma provide?

Oklahoma provides customized training for new and expanding business and industry through its Training for Industry Program (TIP). This training is designed to meet the specific needs of your company. It is administered by the Oklahoma Department of Career and Technology Education (ODCTE) and delivered through our statewide network of 54 technology center sites.

## **W**ho is eligible for TIP?

Manufacturing, processing, business services, and warehouse and distribution companies that are creating new full-time jobs with benefits are eligible. These companies are traditionally considered exporters of goods and services from the state.

## **W**hat type of training can be provided through TIP?

Having served thousands of companies since the program started in 1968, TIP has provided training to virtually every size and type of industry. Training has included job-specific technical skills, computer skills, ISO, QS and other quality management skills, supervisory skills, and interpersonal skills such as communications, team building, and problem solving.

## **W**hat does it cost?

Instructors, materials, curriculum, supplies, facilities, and other necessary training resources have been provided at no cost to qualified companies in every start-up training program to date.

## **H**ow do you decide what type of training we need?

Technical experts from the ODCTE and the local technology center will meet with technical experts from your company to identify the competencies necessary in each employment category. The training program will then be designed to develop or enhance the skills needed.

## **W**hen can we start?

Immediately! We can begin designing your program and mobilizing the necessary training resources as soon as you reach a decision—if not before! You let us know when you need to be in operation, and we will work together to design the program that will fit your schedule.

## **W**hat do we need to do to begin training?

Once your company's needs have been identified, a Statement of Understanding will be written to outline the specific responsibilities of all parties. It will detail what each entity (state, local technology center, and company) is expected to do, the areas of training, length of training, the number to be trained, and any other special requirements. It will be signed by representatives from each entity.

## **C**an you help us find employees?

We can connect you with the Oklahoma Employment Service to assist you in recruiting and assessing potential employees. In addition, our technology centers have a variety of validated and reliable assessment instruments at your disposal when appropriate.

## **D**o you provide pre-employment training?

Yes! We can do some training prior to employment. There is no obligation on your part to hire these trainees or on the part of the trainee to go to work for your company. Once pre-employment training is complete, you can select the candidates best-suited for the jobs available. We do expect that the bulk of the training take place after employees are on your payroll.

## **W**hat about our ongoing training needs?

In addition to start-up training, our technology centers have the ability to provide ongoing customized training for your employees at significant cost savings to you. Our goal is to establish a long-term relationship with you and your employees.

## **Oklahoma's TIP... securing**

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# How Oklahoma *meets your* training needs

Simple  
and easy

