

## Mine Management Checklist

\_\_\_\_\_ 1. Identify all participants in the workshop.

<b>2 to 5 SMEs are needed for each workshop</b>	<b>Also needed or recommended are: for each workshop</b>
- 1 maintenance	-1 manufacturer's rep (If applicable)
- 1 "novice"	- 1 manager
- 1 "journeyman"	
- 1 safety person	
- 1 supervisor	

- \_\_\_\_\_ 2. Select and notify a manager/supervisor, from the operating division or group needing the job analysis and training course, to conduct a brief (5 to 10 minutes) welcome during the "Introductory" session.
- \_\_\_\_\_ 3. Select and notify managers/supervisors of selected SME's to inform their people about the upcoming workshop and if appropriate share the selected read ahead material