

As a member of the training team here at Bettcher Industries, I wanted to welcome you as a new employee. I am Cathy Hennes and will be your guide through this online learning program.

No matter what role you will play, the role is important. As a new hire, we have developed online learning that will walk you through how to complete your tasks better. Each employee here has specific tasks for their jobs. Even though this program works with all employees in all departments, you will be tasked with learning only what is required for your role. The entire training program is available for reference at any time, however, you will be required to complete the modules specific to your role.

As a new hire to this company, the position you were hired for required you to have a basic level of knowledge for your role. These training modules will give you the specific tools to work within this company.

Moving through each of the modules, you will be instructed as to the objectives for each module and which departments are required to know the steps within a given module.

Starting with the Introductory module, you will see how the training system is laid out through the SharePoint site, along with what software is required for your role. The base manufacturing software used by most departments is the Infor Syteline 9. For those in the Engineering Departments of Design Engineering and Manufacturing Engineering, you will also be using Infor PLM 8. These modules will show you not only the standard operating procedures, but also work instructions to complete specific tasks.

Should you have any questions regarding the training modules, do not hesitate to email me directly at [cathrynhennes@bettcher.com](mailto:cathrynhennes@bettcher.com).