

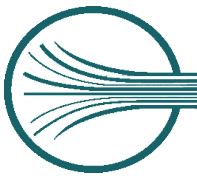


13.1 | Analyze: An Instructor Implementation Guide F2F Delivery [Example]

IMPLEMENTATION GUIDE FOR FACE-TO-FACE TECHNICAL TRAINING			
Approved By:		Date: 9-27	Facilitator: Guy Roe
Module A: Wireline Operations for Downhole Surveying			Unit: 2 – Wireline Unit Components & Functions
Unit Duration: 7 hrs + 1 hr lunch		Training Site: Division Office, Lake Charles, LA	
TRAINING PREPARATION FOR ANTICIPATED AUDIENCE OF ___ LEARNERS:			
Prerequisites:	Instructional Equipment:	Consumables:	Wireline Instrumentation:
Company orientation Safety training	Electronic whiteboard Video conferencing system Instructor workstation: computer & sound deck	Student handout binders, notepaper & pens Safety glasses & gloves	Wireline unit, control panel & power cords Company safety equipment kits (one per learner, including hard hats, gloves, safety goggles, etc.) Wireline accessories (cable head, sheaves, slings, downhole surveying equipment & connectors)
INSTRUCTIONAL MATERIALS:			
Wireline operation job aids, Multiple choice knowledge tests, Performance Assessment Checklists. Video clips (YouTube & backup DVD versions): Wireline Safety, Your Career in Wireline Operations. Wireline operation presentations 1, 2, & 3, and backup hard copies (one per learner) with note space.			
LEARNING OUTCOMES & ASSESSMENTS:			
Upon completion of this instructional unit, the learner will... 1. Identify the responsibilities of a professional wireline operator; 2. Identify the components of the wireline unit; 3. List four functions of a wireline, four electrical and mechanical characteristics of wireline, and two possible sources of power for a wireline unit;			Assessments: Multiple choice knowledge test for identification and listing outcomes.



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LEARNING OUTCOMES & ASSESSMENTS:		
Upon completion of this instructional unit, the learner will... 4. Verbally describe single conductor wireline, including its construction, resistance characteristics, and how it differs from multi-conductor wireline; 5. Briefly describe and physically point out the features of the hydraulics and mechanical systems, including the components, their function within the entire wireline system, and how they operate; 6. Briefly describe and physically point out the diesel engine system and electrical system, including the functions within the entire wireline system and operation; 7. Identify the function and demonstrate the operation of the following controls on the wireline unit panel: weight indicator, counter, hydraulics controls, engine controls and parameters, brake and other operational controls; 8. Briefly describe the function and demonstrate operation of wireline accessories, including cable head, sheaves, and slings. Demonstrate connection of downhole surveying equipment to the wireline unit. 9. Demonstrate the ability to successfully operate a wireline unit, accessories, and to connect downhole surveying equipment to the wireline unit (per the provided rubric criteria).		Assessments: (cont.) Performance test to demonstrate knowledge of wireline components and systems, and mastery of wireline unit operation, accessory operation, and connection of downhole surveying equipment to the wireline unit. (Examiner will mark performance on a checklist version of the provided rubric.)
INTRODUCTION (25 MINUTES)		
Attention & Motivation: Show Wireline Safety video with safety cautions and reminder of performance appraisal and industry certification pay bonus. Address: The purpose of the training, what will be covered, facilitator expertise and background, relation of this training unit to the employee professional development program, schedule, bathrooms, breaks, lunch plans, and emergency exits.		
Body of Instruction:	Duration	Facilitator Notes
I. Wireline Operations Overview (Presentation #1 & job aids). II. Responsibilities of a Professional Wireline Operator (video: Wireline Operation & Your Professional Career). III. Overview of Wireline Unit Components (Pres. #2 & #3, demonstration, job aids, handouts). • Wireline; • Hydraulics & mechanical system; • Diesel engine & electrical systems; • Unit panel (Weight indicator, Counter, Hydraulics controls, Engine controls & parameters, Brake & controls);	10 min 15 min 45 min	



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• Accessories (cable head, sheaves, slings).		
IV. Multiple Choice Knowledge Test;		
BREAK	20 min	
V. Detailed component operation (demonstration with hands-on practice); • The wireline; four functions of the wireline; its construction, single vs. multi-conductor, electrical & mechanical characteristics; • Hydraulics & mechanical systems (how they operate, pump power requirements); • Diesel engine system (operation, what it does) & Electrical system (rig power, voltage requirements).	1.5 hours	
LUNCH BREAK	1 hour	
VI. Detailed component operation (demonstration & hands-on); • The unit panel (how the controls operate), including weight indicator, counter, hydraulics (controls, pressure, temperature gauge), engine controls and parameters (rpm, temperature, voltage & controls), brake and other operational controls (spooling control, line guide).	1.5 hours	
VII. Operating Wireline Accessories; • Cable head, sheaves, slings; • Connecting survey equipment to the wireline unit.	1.5 hours	
VIII. Performance Testing.	1 hour	
CONCLUSION (15 MINUTES)		
Summary & Closure: Review key points, hand out certificates.	Transfer: Provide times and locations of follow-up training reviews.	