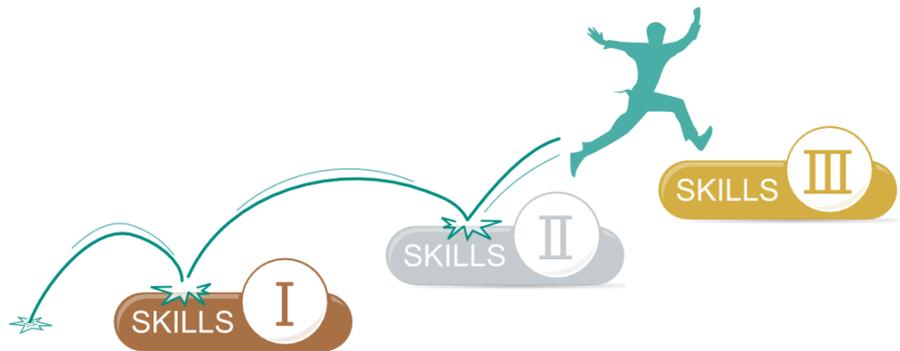


Personal Skills Concept Instruction

With the Personal Skills Concept you launch the mechanic training when you hire him.



- You find out the skill level, motivation and ability to learn.
- The mechanic receives the training investment he/she appreciates.
- Ready made packages saves time from planning.
- The Skills packages contain tests and training corresponding to 8 traditional training days.
- Training modules 12-month license gives time for personal scheduling.

The Skills in Practice

Skills 1 - The first simple modules measure the mechanic's abilities (e.g. motivation) to develop with training. It gives you a plug and play chance to launch a personal training path. More about getting started on page 8.

- Modules: Workshop Safety and Waste Recycle

Skills 2 - When online training is familiar and the practices are established, you order the next package which reveals the holes in the skill set needed in efficient service work. On page 12, more about how you give result based feedback to the mechanic.

- Modules: Maintenance and Brake Service, HEV technology.

Skills 3 - The most challenging package that faces the mechanic with electrical engineering. The results reveal if the mechanic's future is inclined toward maintenance work or if he is a potential technician for more demanding tasks.

- Modules: Electricity, Charging System and Starter Batteries

Details

Page

How To Order

2

You order the Personal Skills concept from our webpage, one package at a time. Delivery takes place in a few minutes directly to the mechanic, and you get the receipt.

Getting Started

5

Make sure that your mechanic gets his Prodiags account activated. Take a look at the first package's content and goals together. Agree on the schedule and checkpoints for follow-up.

The image shows two sample forms from the Prodiags system. The left form is a 'Mechanic's Work Report' for 'Brake Service and Maintenance' and 'Hybrid & Electric Vehicle Technology'. It includes fields for 'Licensed until', 'Result', and 'Certificate Pass'. The right form is a 'Manager's Follow Report' for 'Workshop Safety' and 'Workshop Waste Sorting and Recycle'. It includes a 'Mechanic' field, a 'SKILLS I' icon, and a table with columns for 'Approved', 'Assessment Failed', 'Assessment Pass', 'Module Total', and 'Certificate Passed'.

Giving Feedback

11

Without being a professional trainer, the ready-made feedback table gives you the tools to convert the training module results to feedback and an incentive.

Tip Corner

16

- Reward for completing the training
- How to find the needed time for training
- Continuing on the Training path - after the first order
- What if something goes wrong during ordering or use?

How To Order

You order this concept for one of your technicians at a time. Of course multiple technicians can take the Training Modules at the same time, but they have to be ordered separately for each individual. You also order **one package at a time** for the learner. Start with **Personal Skills 1** and when the technician has passed the modules in the package, order the next one - **Personal Skills 2**. Order the **Personal Skills 3** package when the technician has passed both earlier packages.

Quick Step-by-Step

1. Add the package to your cart from the concept page and proceed to checkout
Order one package at a time. Order the next one when your employee passes the first package.
2. Enter the required information in checkout
User Details : The mechanic's info
Payer Details: Your own info (and company information)
Payment Info: Select your preferred payment method
3. After ordering - who gets what?

You

- Payment info email if using PaymentLink
- Receipt by email

Your Employee

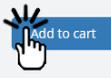
- Account activation email
- Access to the Training Modules immediately after activation



If you have any questions regarding the concept or ordering, don't hesitate to email us at sales@prodiags.com

Select The Package And Add to Cart

Start by going to the concept page and selecting the package you want. For this example, let's say you want to order this concept for your young technician David, and you want to start from the ground up, with the Personal Skills 1 package.

 Personal Skills 1 22 € 
<small>Motivation and HSE. Training modules: Workshop safety, Workshop waste sorting and recycle.</small>
 Personal Skills 2 62 € 
<small>Efficient service work. Training modules: Maintenance service, Brake service and maintenance, Hybrid and electric vehicle technology</small>
 Personal Skills 3 33 € 
<small>Foundation for vehicle systems. Training modules: Electricity, Charging System and Starter Batteries</small>

Just click **“Add to cart”** and order the desired package. For future purchases you can purchase them as a package from this page, or select them one-by-one from our webshop.

Cart & Checkout

After adding the package to your cart, you will automatically be taken to the Cart page. Here you can see the product you are about to order and the price. Just click on **“Proceed to checkout”** to continue.

If you have received an Agent Tag from our local Sales Partner, enter it here to get his customer support.

Product	Price
 Personal Skills 1	€ 22.00 (\$26.20)
 If you have an Agent Tag, please apply it here	
Total	€ 22.00 (\$26.20)
	

In checkout, enter the employee's, David's, information in the User Details. After this you enter your own, and your company's, information in the Payer Details. Make sure you enter all details correctly, since the User Details will be used to create your employee's personal user account.

Pay the order with common online payment methods or receive details for offline bank transfer via email by using the PaymentLink or Banktransfer option.



Before ordering, make sure you have all the needed information about your employee at hand; email address, first and last name, phone number.

Getting Started

Quick Step-by-Step

1. Your mechanic activates his/her personal user account via the activation link in the email they received.
2. Go through the material together with your mechanic.
3. Plan a training schedule - reserve 3-4 weeks per module if the training is done alongside work.
4. Agree on how you follow up the results - we recommend that your mechanic fills in the result sheet and shows it to you. Keep track with your own follow-up sheet.
5. Encourage your mechanic to take the final exams and get the certificates.

Account activation

Your mechanic has to activate his personal user account before the training can start. This is done by clicking on the activation link in the email sent to the mechanic's email address added in the User Details in Checkout. The activation link is valid for 3 days. After account activation, the package's Training Modules are ready for use immediately.



If your mechanic can't find the email, or does not activate the user account before the activation link expires, he can get a new link by clicking "I forgot my password" on the login page and choosing if you want to do it by email or sms.

If there are any problems with the activation, email our support at support@prodiags.com

Take A Look Together

After ordering, when your mechanic has activated his/hers user account, sit down together and take a look at the material. Discuss on how you are going to execute the training, and how you are going to follow up the training results. Only the mechanic has access to his/hers personal training material and results.

The Training Modules can be studied in any order, but we recommend progressing in the same order as presented on the follow-up sheets. In this way, any possible required pre-knowledge for passing a module is acquired through the earlier Training Modules.



The modules can be studied in many different ways. Some like to start with the study sections, and read all the material first. Others like to start with challenging themselves with the assessment, and check at what level their knowledge is. Encourage your employee to find the way that suits his/her personal learning methods.

Environment Main View

The screenshot shows the 'Environment Main View' of the PRODIAGS system. At the top left is the 'PRODIAGS' logo. Below it is a user profile for 'DAVID THEMECHANIC', 'Automotive Self-Learner', with a lock icon and the date '20.04.2021'. To the right of the profile is a progress indicator showing '0.0/100' and a message: 'You have to improve the most in: WORKSHOP SAFETY'. Below the profile are two buttons: 'MODULES' and 'STUDY REGISTER'. Underneath these are three category buttons: 'All Modules 2', 'Work Safety 1', and 'Tools and Materials 1'. The main content area features two large blue cards. The first card is for 'WORKSHOP SAFETY' with icons of a hand, safety glasses, and ear protection, and a progress bar at the bottom showing '0%'. The second card is for 'WORKSHOP WASTE SORTING AND RECYCLE' with icons of a building and a recycling symbol, and a progress bar at the bottom showing '0%'. In the top right corner of the interface are settings and power icons.

Module Menu

MODULES STUDY REGISTER

68 WORKSHOP WASTE SORTING AND RECYCLE

The variety of chemicals and materials used in the automotive industry is truly vast. The materials used to manufacture the cars are very recyclable as long as you can identify them correctly. Different types of combustion and lubricating fluids, as well as hazardous waste, are toxic when released into the environment, but are still often recyclable even for reuse.



Material

Study

	Last Viewed
Introduction to Sorting	19.01.2021 15:32:52
Sorting of Service Waste	19.01.2021 15:32:46
Sorting of Repair Waste	

Assessment

77	Sorting of Service Waste	Last Result: 77 19.01.2021 15:28:41
58	Sorting of Repair Waste	Last Result: 58 19.01.2021 15:30:13

Final Exam

Workshop Waste Sorting and Recycle

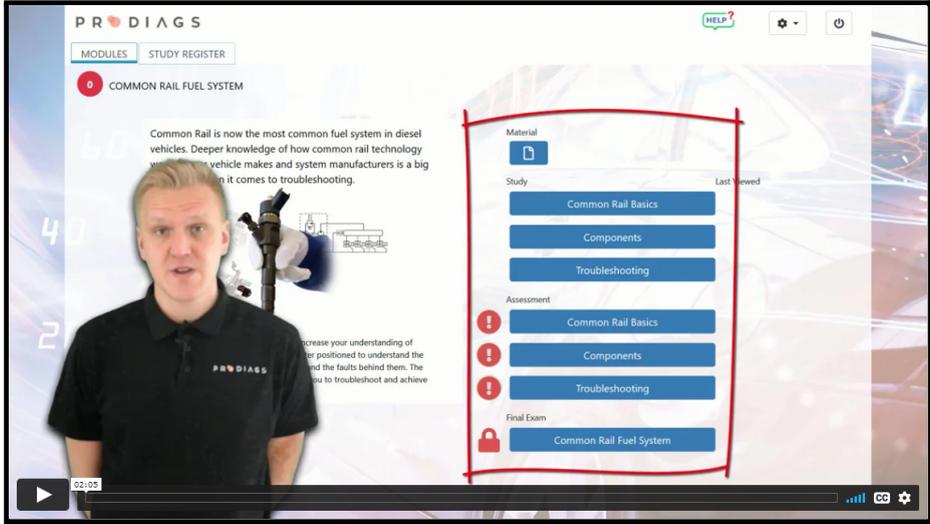


To get a more detailed understanding of what a Training Module includes and how to proceed with it, we recommend you watch the following video.

[Open video >](#)

Or visit:

[Prodiags.com >> Support >> Instruction tab >> Instruction for Learner >> Structure and Use of the Prodiags Training Module - Video](#)



PRIDIAGS

MODULES STUDY REGISTER

0 COMMON RAIL FUEL SYSTEM

Common Rail is now the most common fuel system in diesel vehicles. Deeper knowledge of how common rail technology works in a vehicle makes and system manufacturers is a big help when it comes to troubleshooting.

Material

Study

	Last Viewed
Common Rail Basics	
Components	
Troubleshooting	

Assessment

!	Common Rail Basics	
!	Components	
!	Troubleshooting	

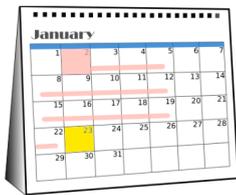
Final Exam

Common Rail Fuel System

Schedule

Making up a schedule for the training helps with getting it started and keeping it going without interruptions. When making the schedule, consider if your mechanic is going to study during working hours or in his/hers own time.

If the learning is done during working hours, reserve some regular hours only for studying. The studying can also take place during idle times, but these can be hard to anticipate beforehand. If learning is done in the mechanic's freetime, some kind of reward can be used as a motivator. Overall during the training process, some kind of reward can help keep the motivation high. The motivator can, for example, be a paycheck bonus or a cake for their coffee break when a module (or concept) is completed. You know your employees better than we do, so this is up to you.



If the training is not executed as full time studying, and done alongside regular work, we recommend around **3 - 4 weeks** for completing a Training Module.

Result Follow-Up

For following up the training results, we recommend that you use the follow-up sheets provided in this document. There is a **result sheet** for the mechanic. There is also a **follow-up sheet** for you, where you can track the progress of all your employees. Remember that only the learner has access to the results online, and you have to ask him/her to present them to you.

Ask your mechanic to show you the result from the assessment, and when he/she passes the assessment, encourage them to take the final exam to complete the module and get their certificate.

Mechanic's Result Sheet

Name _____

To stay on track, collect the results and present them to your supervisor.

SKILLS

I

Workshop Safety



Licensed until: ___ / ___ / ___

- | | |
|---------------------------------------|-----------------------|
| | Result |
| Regulations and Personal Safety | <input type="radio"/> |
| Power Tool Safety | <input type="radio"/> |
| First Aid | <input type="radio"/> |

Certificate passed: ___ / ___ / ___

Workshop Waste Sorting and Recycle



Licensed until: ___ / ___ / ___

- | | |
|--------------------------------|-----------------------|
| | Result |
| Sorting of Service Waste | <input type="radio"/> |
| Sorting or Repair Waste | <input type="radio"/> |

Certificate passed: ___ / ___ / ___

SKILLS

II

Maintenance Service



Licensed until: ___ / ___ / ___

- | | |
|----------------------------|-----------------------|
| | Result |
| Service Procedure | <input type="radio"/> |
| Maintenance Programs | <input type="radio"/> |
| Service Work | <input type="radio"/> |

Certificate passed: ___ / ___ / ___

Brake Service and Maintenance



Licensed until: ___ / ___ / ___

- | | |
|----------------------------------|-----------------------|
| | Result |
| Brake Service Introduction | <input type="radio"/> |
| Brake Service Work | <input type="radio"/> |

Certificate passed: ___ / ___ / ___

Hybrid & Electric Vehicle Technology



Licensed until: ___ / ___ / ___

- | | |
|---------------------------------------|-----------------------|
| | Result |
| Introduction to HEV Technology | <input type="radio"/> |
| Electric Shock and First Aid | <input type="radio"/> |
| Operation and Hazard Situations | <input type="radio"/> |
| Protective Equipment and Tools | <input type="radio"/> |
| Working on HEV | <input type="radio"/> |

Certificate passed: ___ / ___ / ___

SKILLS

III

Electricity



Licensed until: ___ / ___ / ___

- | | |
|-----------------------------------|-----------------------|
| | Result |
| Introduction to Electricity | <input type="radio"/> |
| Multimeter | <input type="radio"/> |
| Basic Laws of Electricity | <input type="radio"/> |

Certificate passed: ___ / ___ / ___

Charging System and Starter Batteries



Licensed until: ___ / ___ / ___

- | | |
|-----------------------------------|-----------------------|
| | Result |
| Charging Systems Inspection | <input type="radio"/> |
| Charging System | <input type="radio"/> |
| Starter Batteries | <input type="radio"/> |

Certificate passed: ___ / ___ / ___

Manager's Follow-Up Sheet

SKILLS I

Mechanic _____

Approved
Assessment failed
Assessment passed

Workshop Safety

- Studies
- Regulations and Personal Safety
- Power Tool Safety
- First Aid

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Module Total	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Certificate Passed	<input type="checkbox"/>

Workshop Waste Sorting and Recycle

- Studies
- Sorting of Service Waste
- Sorting or Repair Waste

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Module Total	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Certificate Passed	<input type="checkbox"/>

SKILLS II

Maintenance Service

- Studies
- Service Procedure
- Maintenance Programs
- Service Work

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Module Total	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Certificate Passed	<input type="checkbox"/>

Brake Service and Maintenance

- Studies
- Brake Service Introduction
- Brake Service Work

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Module Total	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Certificate Passed	<input type="checkbox"/>

Hybrid & Electric Vehicle Technology

- Studies
- Introduction to HEV Technology
- Electric Shock and First Aid
- Operation and Hazard Situations
- Protective Equipment and Tools
- Working on Hybrid and Electric Vehicle

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Module Total	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Certificate Passed	<input type="checkbox"/>

SKILLS III

Electricity

- Studies
- Introduction to Electricity
- Multimeter
- Basic Laws of Electricity

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Module Total	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Certificate Passed	<input type="checkbox"/>

Charging System and Starter Batteries

- Studies
- Charging Systems Inspection
- Charging System
- Starter Batteries

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Module Total	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Certificate Passed	<input type="checkbox"/>

Giving Feedback

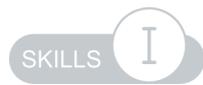
Based on the objective result of the Training Modules, you can give the correct feedback to your employee. You can use the results as a tool for determining what kind of work your mechanic or technician is ready for.

Giving feedback, both positive and critical, is crucial in order to mentor your employee through the training. This is no easy task, and therefore we want to give you the tools to be able to give this without breaking the trust your employee has for you.



In the feedback table you can see how to analyse the result from the training. It's up to you if you want to use this feedback directly or if you want to rephrase it with your own words. If you choose to, you can of course analyse the results in a way that suits you and your goals for the workshop and your employees. The percentage in the table is the total result of the module, in other words the average of the assessments.

Feedback Table



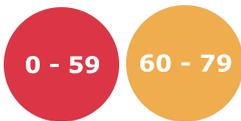
Personal Skills 1

Workshop Safety

Learning Outcomes

Studying challenges the technician to consider similar occupational safety issues in the work environment. The technician can find ways of working, space, or equipment that prevent accidents. The technician will also learn what kind of first aid they need to be prepared for. Occupational safety and its doctrines should be repeated at least every 5 years.

Feedback:



- Work safety is essential for the health and safety of both the technician and his/her co-workers.
- Working safely in the workshop is much about attitude and being alert, the technician should study more so he/she doesn't put him-/herself or anybody else at risk.



- Good job! The technician masters the basics of working safely.
- The technician should stay alert and be sure to familiarise himself with new tools and work tasks before starting in order to minimise the risk for accidents.

Workshop Waste Sorting And Recycle

Learning Outcomes

After studying, the technician will have the information he/she needs to be able to develop the sorting of workshop waste. He/she can work in a company whose brand values include good waste management and have an ISO 14001 environmental certificate.

Feedback:



- The technician should study more and try again.
- Disposing waste incorrectly might even be a direct health hazard for the technician and also for others.
- Not knowing how to dispose of waste correctly might harm the image of the company.



- Good job! The technician understands how to take care of the waste correctly and responsibly.
- Businesses that operate in an environmentally friendly way portray a much more positive image in the eyes of their clients.
- Not only will this knowledge help the environment, it will also increase the work safety for the technician and his/her co-workers.

When all modules in this package is in the "green zone" and you have received the certificate, you are ready to move on to the next package, "Personal Skills 2"

Maintenance Service

Learning Outcomes
The technician will acquire a basic knowledge and ability to carry out a model-specific maintenance service. Improved overall understanding of the service process will help the technician handle tricky customer situations more effectively.

Feedback:

0 - 59

- Maintenance service is crucial for a long life span of the vehicle.
- Perhaps the technician should consider easier work tasks or working together with somebody, until he/she gets more experience, and then try again.

60 - 79

- Mistakes in the maintenance service procedure may have expensive consequences. Make sure the technician knows how to do the job correctly.
- The technician should go back to studying and try again, he/she will get there!

80 - 100

- Good job! The technician masters the basics of maintenance service work.
- The technician knows the basics and can surely perform basic maintenance service work.

Brake Service and Maintenance

Learning Outcomes
In the training module the technician will receive the basic knowledge and skills of brake servicing. By combining this knowledge and the practical brake service training the technician has done, he/she is ready to work as a mechanic with the skill set to perform inspections during interval services and additional jobs according to visual defects.

Feedback:

0 - 59

- Brake servicing affects the safety of others and it is crucial that this is done correctly.
- Perhaps you should consider easier work tasks for the technician, or working together with somebody, until he/she gets more experience, and then let him/her try again.

60 - 79

- Mistakes when servicing brakes may have serious consequences. Functioning brakes are a key component for traffic safety.
- The technician should go back to studying and try again, he/she will get there!

80 - 100

- Good job! The technician masters the basics of brake servicing.
- The technician knows how to do the job correctly and make sure your customers can stop when needed.

Hybrid & Electric Vehicle Technology

Learning Outcomes

As a result of taking this module the technician will be better equipped to carry out servicing and repairs on hybrid and electric vehicles in an effective and safe manner. The broader understanding of high-voltage technology will be key to avoiding accidents and hazards. Once he/she has completed the training module, the technician will be in a good position to open the discussion on how to improve working procedures in your workplace.

Feedback:

0 - 59

- Mistakes when servicing HV vehicles may have fatal outcomes.
- The technician should keep to easier and safer work tasks, or gain experience by working together with somebody more experienced.
- The technician is not to work on HV vehicles on his/her own before he/she passes this module.

60 - 79

- The technician should not work on HV vehicles before he/she masters the basics of working on them safely.
- The technician should go through the study material again, he/she has the ability to pass the module.
- Make sure the technician understands the safety risks for people working around HV vehicles.

80 - 100

- Good job! The technician masters the basics of HEV & EV technology.
- The technician masters the basics for working safely on high voltage vehicles.
- Everybody should remember to freshen up their memory regularly.

*When all modules in this package is in the “green zone” and you have received the certificate, you are ready to move on to the next package, “**Personal Skills 3**”*

Electricity

Learning Outcomes

After studying, the technician will have excellent skills to apply the basics of electrical engineering in practice and learn more about the subject at work and ongoing studies. After studying, he/she will be ready to perform measurements with a multimeter and power clamp.

Feedback:

0 - 59

- The technician is not yet ready to work with electrical components on customer vehicles.
- The technician should consider working together with somebody who has a good understanding of electrical engineering and use of multimeters.

60 - 79

- The technician has some understanding on the concept of electricity and use of multimeters, but needs to study more.
- Mistakes may cause expensive issues on customer vehicles.

80 - 100

- The technician masters electrical theory and knows how to use a multimeter.
- The technician should keep on learning and putting the knowledge into practice.

Charging System and Starter Batteries

Learning Outcomes

As the technician's expertise improves, so too does his/her skills and abilities in performing work on charging systems and starter batteries. The technician will also be able to apply the skills in fault finding situations and execute better quality maintenance work.

Feedback:

0 - 59

- The technician is still lacking the skills of inspecting the charging system and starter batteries properly.
- Improper use of the oscilloscope may cause expensive damage.
- Consider easier work tasks for the technician, or working together with somebody more experienced.

60 - 79

- The technician has some understanding of the subject, but still needs to study more.
- Even simple mistakes may result in damage.
- The technician should try again, and be encouraged to ask for help when needed. Nobody is an expert right away.

80 - 100

- The technician understands how to inspect and diagnose charging systems.
- Starter battery inspection and replacement should not be a problem for the technician
- The technician should still remember to be careful when using the oscilloscope to avoid unnecessary mistakes.

After passing all 3 packages of this concept, check out our **Personal Pre-Learning Concept**. You can also order any Training Modules you want from our webshop.

TIP CORNER

Reward for completing the training

Showing your appreciation in a way that -- the technician motivates the employees to even use their own free time for online training. You decide if the token of appreciation is praise, a paycheck bonus for a passed certificate or a cake for their coffee break every now and then.

Example idea from a workshop chain

They agreed on a time for studying, for which they got a normal salary, but they could perform the training from home. This increased the amount of their own time they spent on the training, and the technicians saw the agreed time as paid time off from work.



How to find the needed time for training

In addition to the time allocated for training, technicians have told how they have utilised the downtime in customer cancellation cases for training. From the view of the workshop's economy, the Prodiags training has been an effective way to take advantage of slow days, when the technicians are unproductive.

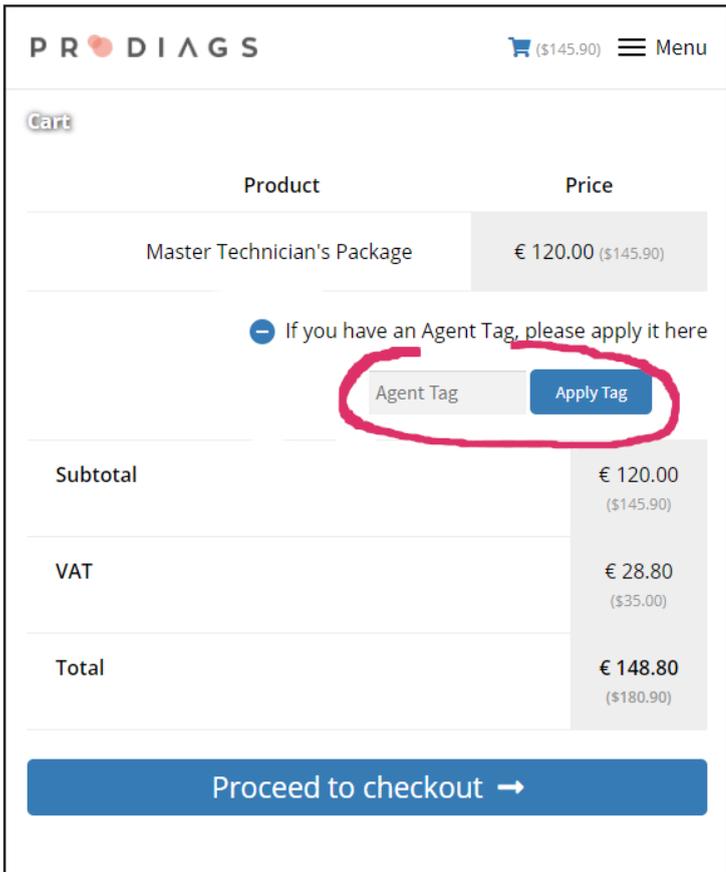
Practice has shown that 2-4 modules per year is optimal to be accomplished while studying alongside work. This is a sensible amount of studying and effective for downtime utilisation.

Continuing on the Training path - after the first order

When you have gotten a good start to your training and journey, it's a good time to plan ahead. When planning for the future, remember the following:

- If you order additional products or packages for your technician, use the same email address in the User Details to add the products to the same user account
- All products included in the packages can also be ordered one-by-one from our training shop, along with many other products, so you can build your own training paths that fit your own intention.
- The Prodiags Sales team is happy to serve you and share other's user experiences with you.

To improve your user experience and to -- your support to your local seller, we hope you use the Agent Tag provided by said seller. If you do not have an Agent Tag, you still have access to all Prodiags services and support.



PRIDIAGS (\$145.90) Menu

Cart

Product	Price
Master Technician's Package	€ 120.00 (\$145.90)

– If you have an Agent Tag, please apply it here

Agent Tag

Subtotal	€ 120.00 (\$145.90)
VAT	€ 28.80 (\$35.00)
Total	€ 148.80 (\$180.90)

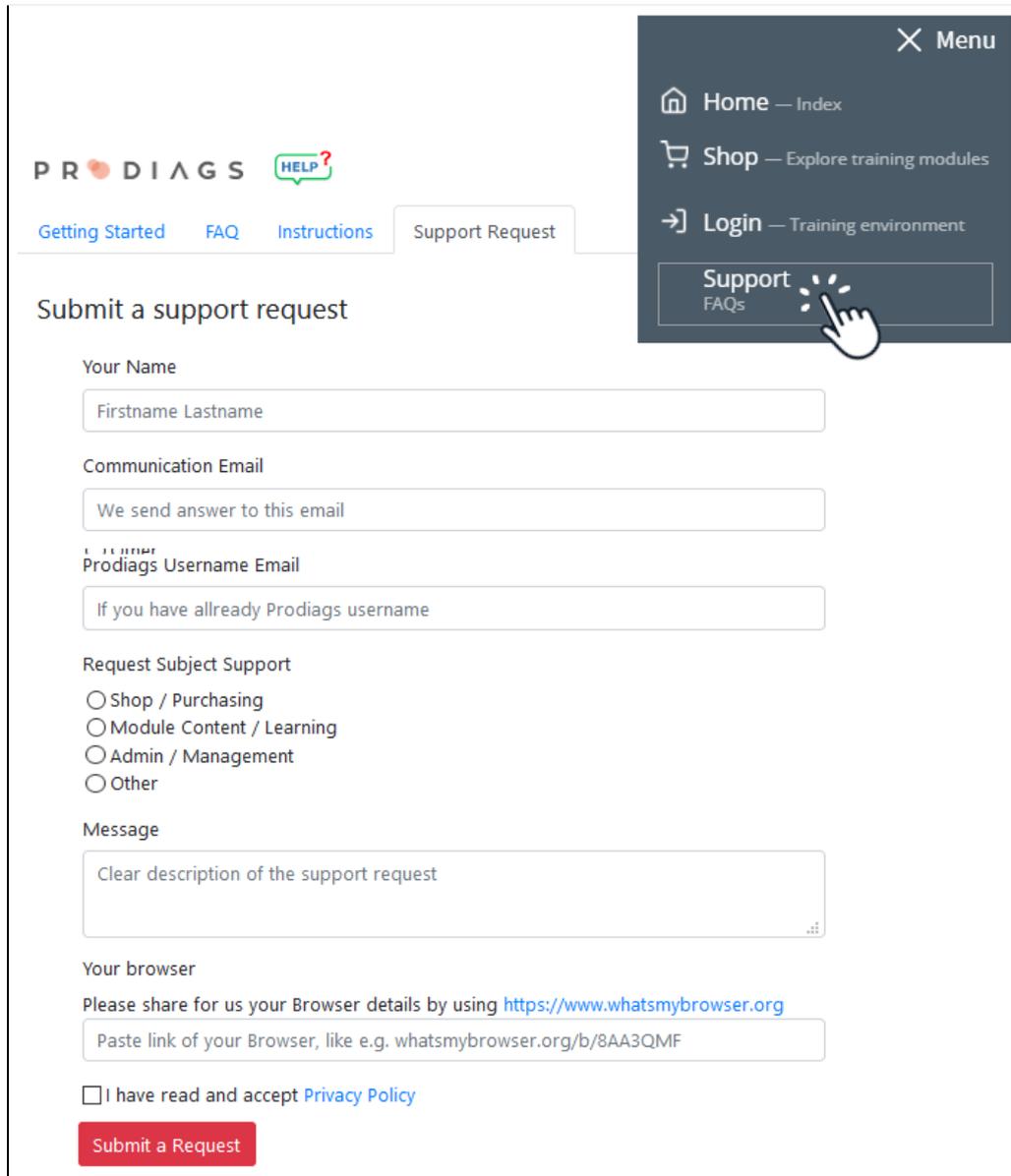
[Proceed to checkout →](#)



[What if something goes wrong during ordering or use?](#)

The fastest way to get in touch with our experts in matters regarding use is through our support.

www.prodiags.com >> [Support](#) >> [Support Request](#)



PRODIAGS 

[Getting Started](#) [FAQ](#) [Instructions](#) [Support Request](#)

Submit a support request

Your Name

Communication Email

Prodiags Username Email

Request Subject Support

- Shop / Purchasing
- Module Content / Learning
- Admin / Management
- Other

Message

Your browser
Please share for us your Browser details by using <https://www.whatsmybrowser.org>

I have read and accept [Privacy Policy](#)

✕ Menu

-  Home — Index
-  Shop — Explore training modules
-  Login — Training environment
- Support**
FAQs 