

CERTIFIED TECHNICAL DESIGNER

KOHL'S CERTIFICATION

Mentor Guide for the CTD Program

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MENTOR GUIDE FOR THE CTD PROGRAM

The CTD Training Program provides an efficient, accurate and effective training approach for CTD's. This Mentor Guide serves as a Mentor resource, provides you with the necessary steps to onboard the CTD and complete the Apparel Technical Training Guide.

Mentor-Led Development

Mentor Guide Purpose - this guide provides the mentor with instruction for onboarding and ongoing training of tech designers including; mentor training tools, mentor expectations, navigate the K-Link site, how to execute the CTD Level 1 training program, and how to conduct technical designer assessments.

Expectations of the Mentor

What does this program mean to you?



The goals of the CTD training program are to make learning efficient, accurate, effective and consistent across all vendor organizations and trainers. Taking ownership of your team's development; your involvement as a mentor will be crucial in developing new CTD's

This means that the mentor will:

- Demonstrate that the training easy to access and the content provides clear and direct instruction.

- Emphasize to the CTD's that they will receive the training necessary to do their job. The CTD program and tools provides a simple, easy experience with structure and guidance.

- Make learning effective by conducting technical designer assessments, correcting mistakes and supporting the CTD by demonstrating correct policies and procedures.

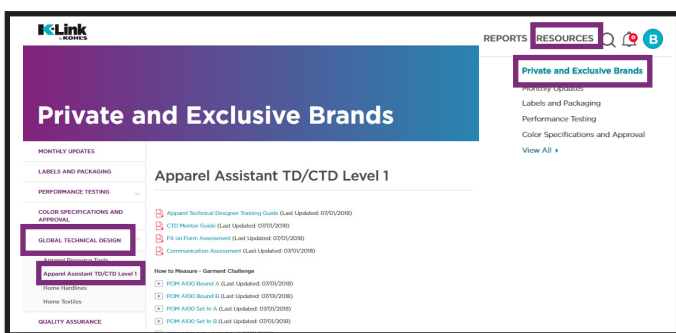
- Support CTD's in their ongoing development through advanced levels of the CTD program.

MENTOR GUIDE FOR THE CTD PROGRAM

Mentor Training Tools: Level 1



Introduction to K-Link for Vendors video



The K-Link site is where all training materials are housed.
K-Link >Resources >Private and Exclusive Brands >Global Technical Design > Apparel Assistant TD/CTD Level 1



Level 1 Orientation module for Assistant CTD who is starting out in the program



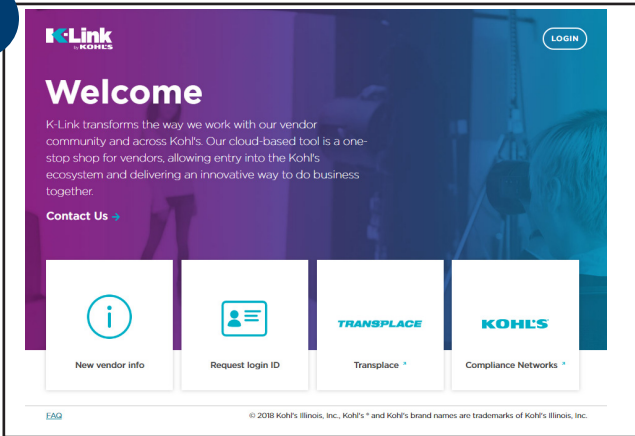
Assistant CTD - Level 1 Training Checklist



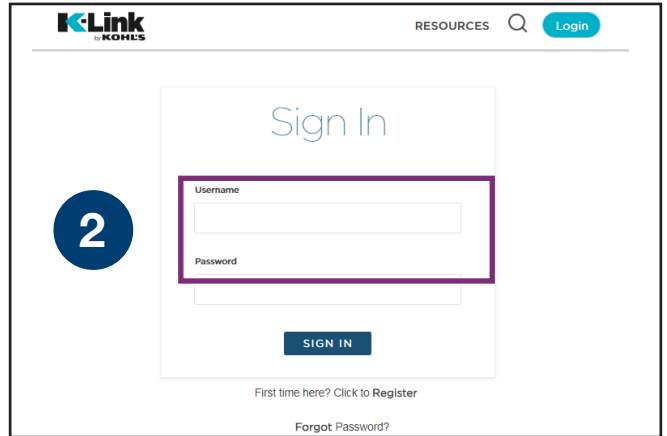
ASSISTANT CERTIFIED TECHNICAL DESIGNER - LEVEL 1

Navigating the K-Link Site

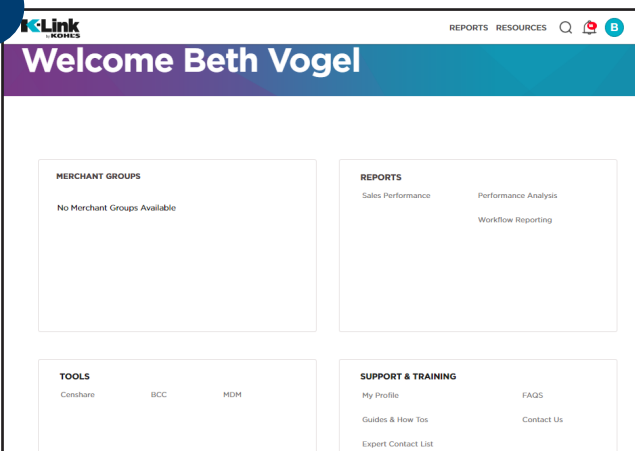
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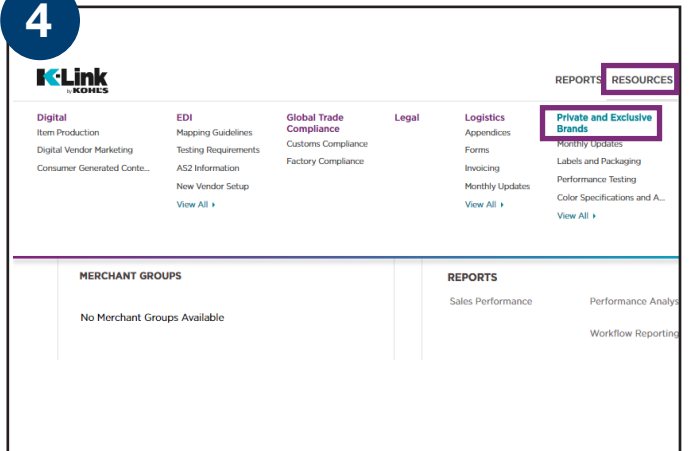
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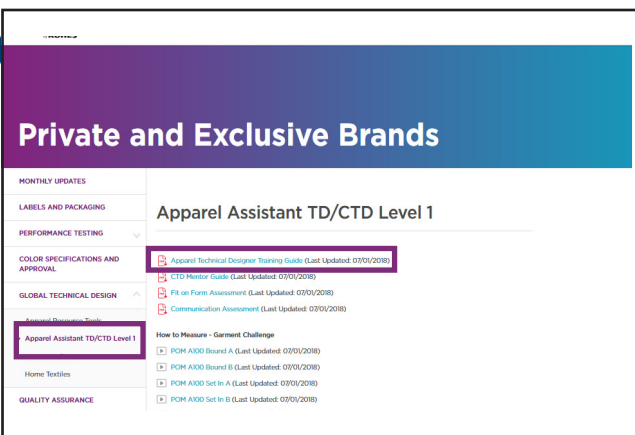
3



4



5



1. Access K-Link at <https://link.kohls.com>
2. Enter your username and password
3. First you will see the K-Link Home page
4. Click on **Resources** at the top of the Home page then click on **Private and Exclusive Brands**
5. Click on **Global Technical Design** then click on **Apparel Assistant TD/CTD Level 1**

L1: Executing the Apparel Technical Designer Training Guide

PRIOR TO CTD START DATE:

1. Prepare for the new CTD to begin the program
Access the Apparel Technical Designer Training Guide - Level 1 on K-Link
 - Locate and print the Level 1 Training Guide
 - Fill out the top portion of the page; trainee name, position, start date, etc.
2. Enter the Due dates and the mentor for each learning category
 - Ensure all due dates accurately reflect when they can realistically complete training
3. Ensure the new CTD has all they need to begin the training program on day one:
 - onePLM Login
 - K-Link Login
 - Alvanon Order Form
 - Dress Form Chart
 - Computer station

CTD DAY 1:

4. Navigate to the Apparel Training Page on K-Link and direct the CTD to begin completing the "Apparel Technical Designer Training Guide - Level 1"
 - Demonstrate the easy accessibility of the training items by clicking on the training item links
 - Guide them through completing the items listed on the "Prewrite" section of the training guide
 - Instruct the trainee to enter the date they complete the learning category
 - Instruct the trainee to schedule meetings with their mentor to provide progress updates and complete assessments
 - Discuss the importance of following this plan and emphasize your support as a mentor

ONGOING MENTORING FOR CTD:

5. Review CTD progress frequently to determine proficiency.
 - Conduct assessments for each category on the Training Guide
 - Ensure they understand incorrect items and correct their mistakes
 - Schedule additional one-on-one time with CTD if needed

L1: Conducting Technical Designer Assessments

When conducting an assessment, the goal is for the CTD to be proficient in each category and align with Kohl's policies and procedures.

You will conduct assessments for the following categories:

- How to Measure Certification
- onePLM Knowledge Check
- Fit Examination
- Communication

To conduct an assessment:

1. Go to the online "Apparel Technical Designer Training Guide" in K-Link
2. Click on the Assessment, and follow the instructions
3. Schedule dedicated time to observe the CTD completing the assessment.
4. Check the work of the CTD and provide feedback
5. Be sure to guide the learner and provide help on incorrect answers

L1: Frequently Missed POM's - Garment Challenge Answer Key

1. POM A100
1a. Bound Neck Correct Answer = B
1b. Set-in Correct Answer = A
2. POM A150
Correct Answer = B
3. POM A150A
Correct Answer = B
4. POM A172
Correct Answer = A
5. POM A226
Correct Answer = B
6. POM A261H
Correct Answer = A
7. POM A283H
Correct Answer = B
8. POM A290H
8a. Elastic Relaxed: Correct Answer = B
8b. Top of Vent/Slits: Correct Answer = A
9. POM A292H
Correct Answer = A

10. POM A300
Correct Answer = A
11. POM A317
Correct Answer = B
12. POM A320
Correct Answer = B
13. POM A330
Correct Answer = A
14. POM 341
Correct Answer = B
15. POM 341a
Correct Answer = A
16. POM A342
Correct Answer = B
17. POM A577
Correct Answer = B
18. POM A616
Correct Answer = A
19. POM A624
Correct Answer = A

L1: How to Measure Certification - POMs Assessment

Instructions for Mentor:

Using this assessment tool, track the CTD's progress for accurately measuring garments each week and email the results to cheryl.rosenthal@kohls.com

CTD Prompts:

1. Introduce the CTD to new points of measure (POMs), explain which POMs you're reviewing (e.g., A100) and confirm their categories (e.g., tops/collars)
2. Demonstrate how to correctly measure each garment and direct the CTD to watch the corresponding POM videos
3. Observe the CTD while he/she practices measuring the garment
(If you see errors, ask why they measured that way. After listening to the answer, provide feedback.
4. Schedule 30 minutes to assess the CTD's level of proficiency
Review the chart shown below and click on the link in K-Link to access. Fill in the information and email the chart to cheryl.rosenthal@kohls.com each week.

Trainer Instructions

Using this assessment tool, track the CTD's progress for accurately measuring garments each week and email the results to cheryl.rosenthal@kohls.com:

1. Introduce the CTD to new points of measure (POMs), explain which POMs you're reviewing (e.g., A100) and confirm their categories (e.g., tops/collars)
2. Demonstrate how to correctly measure each garment and direct the CTD to watch the corresponding POM videos
3. Observe the CTD while he/she practices measuring the garment (If you see errors, ask why they measured that way. After listening to the answer, provide feedback.
4. Schedule _____ minutes to assess the CTD's level of proficiency (Review the chart below, fill in the information and email the chart to cheryl.rosenthal@kohls.com each week.)

CTD's Name: _____					Trainer's Name: _____			
	Number of POMs reviewed	Number of POMs Wrong	Number of POMs Right	Percentage right	Which POMs were measured correctly? (e.g., A100)	Which POMs were measured incorrectly? (e.g., A100)	Describe the errors for the POMs measured incorrectly? (e.g.,)	How will the CTD correct? How will he/she improve? (e.g.,)
Week 1								
Week 2								
Week 3								
Week 4								
Week 5								
Week 6								
Week 7								
Week 8								
Week 9								
Week 10								
Week 11								
Week 12								

Enter in Column __ and __. Column E has the formulas to calculate the number of correct and the % right.

**POM must be within 1/8" . Tape measure must be verified again metal ruler.

L1: Fit on Form Learning Assessment

Instructions for Mentor:

1 Before taking this assessment, the CTD should have watched the How to Fit on the Form videos: Woven Shirts, Knit Tops and Men's Bottoms.

Be sure to review these videos before assessing the CTD.

2 Ask the CTD to properly fit the woven shirt on the form, and observe the CTD fitting the garments.

Ensure all shirts are button, zipped, etc.

3 For each garment fitting, complete the following: Rank how well the CTD fit the garments; 1,2 or 3.

Ranking: 1 = did not accomplish
2 = meets expectations
3 = exceeded

expectations

Answer the questions about the garment shown below.

Include detailed comments to share with the CTD and Cheryl Rosenthal from Kohl's Tech Design once the assessment is complete

Materials Needed:

1 dressform, 1 woven shirt, 1 knit top, 1 men's bottom

Woven Shirts: Front

- Is the shoulder slope smooth across the form?
- Comments (optional):
- Are sleeve caps and body marks in alignment?
- Are there diagonal drag lines at the underarm area? (You should not see drag lines. If you see drag lines, the garment is being pulled and is not aligned correctly.)
- Does the shirt have the correct degree of pucker in the stitching?
- Is the bottom of the shirt properly hanging when it's unbuttoned/unzipped or is it scissoring? (If it's scissoring, there may be tension in the front. Ensure the button are aligned with the lines on the form.)
- Is the neck collar relaxed (not too tight or too loose), free of drag lines and at the right height (pull up collar to check)?

Woven Shirts: Back/Side

- Is the collar covering the collar band?
- Are there horizontal lines under the collar, across the back? (If so, the garment is being pulled or the shoulder slope is not aligned correctly.)
- Are there diagonal drag lines? (You should not see drag lines.)
- Is the side seam of the shirt parallel with the side seam of the form? (If the shirt has long-sleeves, lift the sleeves to clearly view the seams.)
- Is the back of the shirt parallel and cupping? (It should be parallel, but it should not cup.)

Final Check (the garment is off the form)

- The CTD should take the shirt off the form, turn it inside out and fold it in half. Holding the garment, the CTD should confirm that the following details are accurate:
- Is the collar even?
- Is the garment tag centered?
- Are the shoulder seams even?
- Are the buttons and button holes parallel?
- Are the pockets aligned?
- Are the sleeves the same length?

L1: Fit on Form Learning Assessment (continued)

Knit Top: Initial Check (Off Form)

- Is the top shaken out from the underarm point?
- Is the top smoothed out from the shoulder down on a flat surface?
- Are the side seams checked for even folding (i.e., not rolled forward or back)?
- Is the sweep straight?
- Is the top symmetrical? (This is especially important at the neckline.)
- Does the top match the spec? (Note this for tops with forward or backward shoulders.)

Final Check (On Form)

- Did the CTD:
 - Remove the arm from the form?
 - Was the arm removed from the form, so the top isn't stretched? (Note this for short sleeve tops.)
 - Was the top lifted gently to fall on the form naturally, or was it pulled and forced on to fit?
 - Was the top checked for symmetry?
 - Were the side seams parallel to the side seam on the form?
 - Were the hems (bottom and sleeves) parallel to the floor?
 - Were the hems (center front, side seam and center back) checked for balance with a ruler? (They should measure at 3 points with a long ruler.)
 - Were the hems level to the floor?

Men's Bottom: Initial Check (Off Form)

- Were the bottoms shaken out and gently placed on a flat surface?
- Were the inseam and front rise hook checked for drag lines? (You should not see drag lines. If you see drag lines, the garment is being pulled.)
- Were the outseams checked for puckering?
- Were the pockets checked to ensure they lay flat?
- Was the waist (front and back) checked to ensure it lays flat?

Final Check (On Form)

- Were the bottoms shaken to release wrinkles and pull lines before it was placed on the form?
- Were the bottoms raised higher than the pant waist on the form?
- Were the bottoms pulled down to the side seam placement to align with the center front and center back?
- Were the legs checked to ensure they were hanging straight and not A-line or hiking because of tension?

L1: Communication Assessment

Case 1 Recommendation

Please note that style # YR64W436 & YR64W427 POM shows grading for draw cord as below, after checking with supplier they are not able to achieve as per request in POM grading & tolerance.

Below comments rcvd from supplier on draw card length and tolerance level. Kindly review the same and need approval to proceed with bulk and PR sample. Thanks!

As per POM Grading & Tolerance

POM Code	POM Description	TOL (-)	TOL (+)	33-35	36-38	39-41	42-44	45-47	48-50	51-53	54-56
A140B	HOOD DRAWCORD LEN-FULL CIRC	- 1/4	1/4	41	41 1/2	42	42 1/2	43	43 1/2	44	44 1/2
				41"		43"			45"		

*****quote*****

As the draw cord is a kind of stretchable material we can't able to maintain the accurate length in this,

Always draw cord will have the tolerance of +/- 2 inches,

So it could be helpful for us if you can give the break up like 41, 43, 46 inches only. Need approval to proceed.

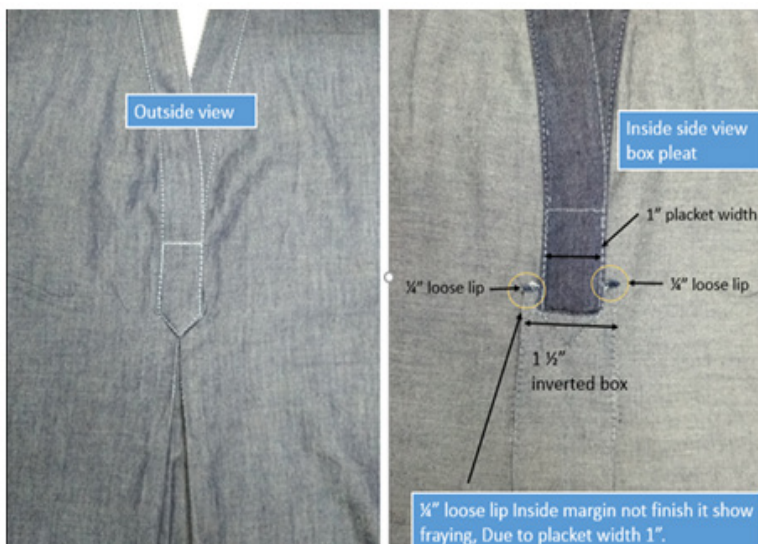
*****unquote*****

We have a 2" tolerance so we would like to grade 2" and group the grade. Please see above and advise if acceptable.

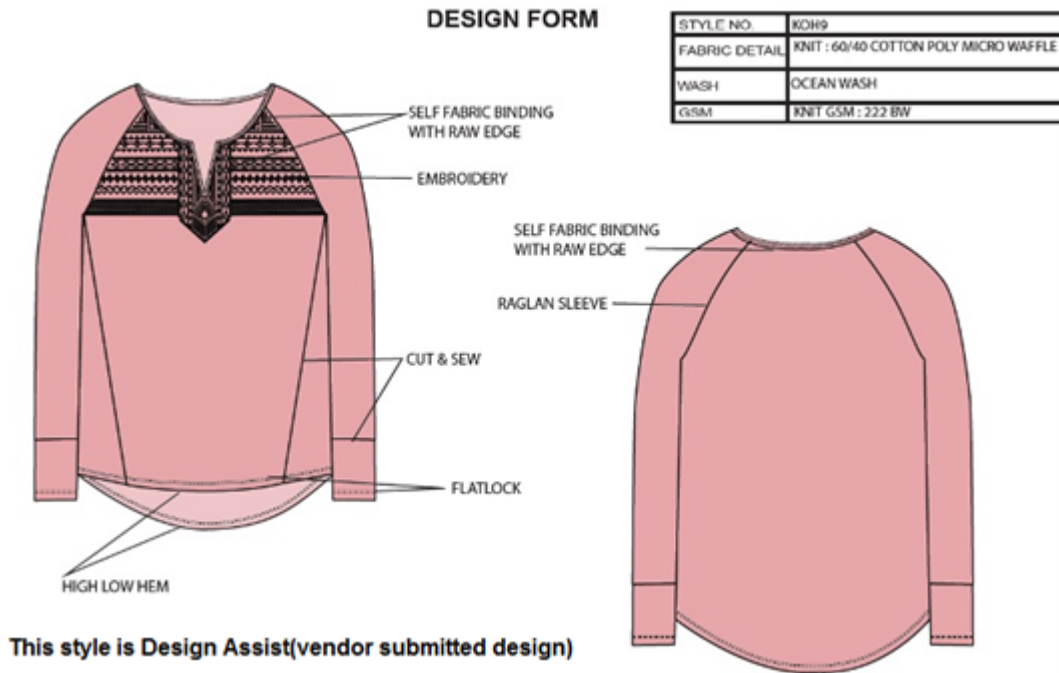
- Concern: Maintaining accuracy of Draw-cord length
- Reason for Concern: Grade is less than Tolerance. Sizes would overlap
- Recommendation: 2" grade & group grade some size
- Reason: Easier for vendor to achieve

Case 2 Recommendation

- Very Good - everything was addressed
- Concern: 1 1/2" pleat is deeper than Placket
- Recommendation: Make pleat same as placket
- Reason: So the edges are clean finish



Case 3 Recommendation



- Concern– Fabric
- Reason for Concern - Not clarified
- Recommendation – Not clarified
- Reason for Recommendation – Not Clarified

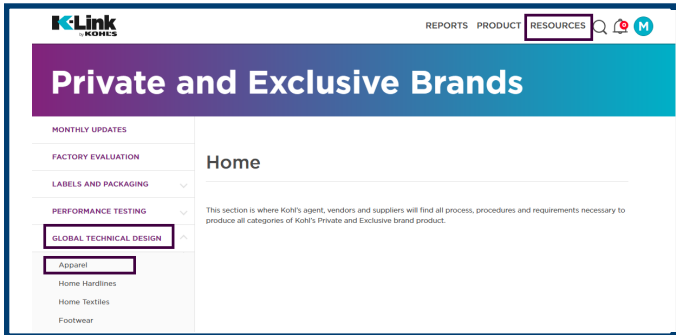
This is vendor assist and this should be reviewed when presenting a style to the Design and PM team. If there were fabric issues, this should have been brought up during style confirmation between Vendor & Design/PM. Kohl's Tolerance are generous and align with industry. If increased tolerances sizes will overlap which is not acceptable.



Mentor Training Tools: Level 2

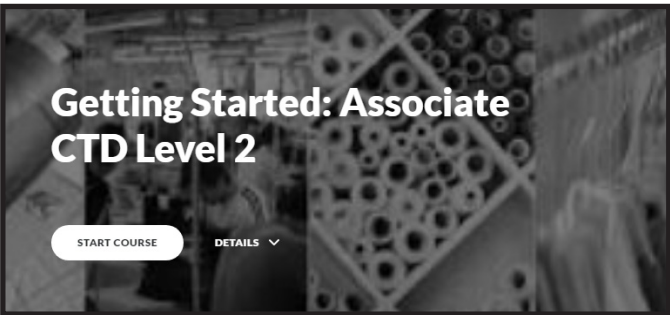


Introduction to K-Link for Vendors video



The K-Link site is where all training materials are housed.

K-Link >Resources >Private and Exclusive Brands >Global Technical Design > Apparel Associate TD/CTD Level 2



“Getting Started: Associate CTD Level 2” is the Orientation module for the Assistant CTD moving into the Associate CTD role

APPAREL TECHNICAL DESIGNER TRAINING GUIDE - LEVEL 2

Trainee: _____ Vendor: _____
 Position: _____ Start Date: _____ Manager: _____

All training and resources listed are found on KLINK

GETTING STARTED IN LEVEL 2	Due Date:				
Mentor's Name: _____ Date Trainee Completed: _____ <small>Completion is REQUIRED on DAY ONE for ALL Apparel Technical Designers.</small> <input type="checkbox"/> Getting Started: Associate CTD Level 2 (eLearning) <input type="checkbox"/> Orientation: Assistant CTD Level 1 (optional) <small>(Choose categories that you need a refresher on)</small>					
ONEPLM (PRODUCT LIFECYCLE MANAGEMENT)	Due Date:				
Mentor's Name: _____ Date Trainee Completed: _____ <small>These topics should have been completed during Level 1. Before moving to Level 2, review any topics that you are not already proficient on.</small> <input type="checkbox"/> Review: Loop Navigation (CTD Level 1 training) <input type="checkbox"/> Review: Fit Comment Template (CTD Level 1 training) <input type="checkbox"/> Review: Fit Evaluation (eLearning, CTD Level 1 training) <input type="checkbox"/> Review: Ownership Fields (CTD Level 1 training) <input type="checkbox"/> Review: Required Fields on Fit Eval (CTD Level 1 training)					
FIT RESPONSIBILITIES	Due Date:				
Mentor's Name: _____ Date Trainee Completed: _____ <small>Every Level 2 Tech Designer must be proficient at ... good fit, garment balance, fit best practices, and workmanship and construction. Some garment areas need extra attention to attain high quality standards. Review Critical Points of Attention for more details.</small> <small>Locate the Kohls Knits & Wovens Vendor Support Training PPT on KLINK to complete this training</small>					
<table border="0"> <tr> <td> Part 1: Garment Balance <small>See fit training ppt for fit training</small> How to Assess Balance Topics <input type="checkbox"/> Women's Shirt <input type="checkbox"/> Men's Shirt <input type="checkbox"/> Jackets <input type="checkbox"/> Women's Jacket <input type="checkbox"/> Men's Jacket <input type="checkbox"/> Dresses <input type="checkbox"/> Women's Dress <input type="checkbox"/> Skirts <input type="checkbox"/> Women's Skirt <input type="checkbox"/> Bottoms <input type="checkbox"/> Women's Bottoms <input type="checkbox"/> Men's Bottoms </td> <td> Part 2: Garment Fit <small>How to identify fit issues</small> Topics <input type="checkbox"/> Fit Best Practices <input type="checkbox"/> Jackets <input type="checkbox"/> Fit Best Practices <input type="checkbox"/> Dresses <input type="checkbox"/> Fit Best Practices <input type="checkbox"/> Skirts <input type="checkbox"/> Fit Best Practices <input type="checkbox"/> Bottoms <input type="checkbox"/> Fit Best Practices </td> <td> Part 3: Workmanship & Construction <small>Assess fit and balance. See guide on how to resolve sewing and construction issues for a better fitting garment.</small> <input type="checkbox"/> Symmetry <input type="checkbox"/> Sewing & Construction (Wovens) <input type="checkbox"/> Sewing & Construction (Knits) </td> <td> Part 4: Critical Points of Attention <small> vital for QA to identify problems & determine if garment is acceptable by the consumer</small> <input type="checkbox"/> Critical Points of Attention </td> </tr> </table>	Part 1: Garment Balance <small>See fit training ppt for fit training</small> How to Assess Balance Topics <input type="checkbox"/> Women's Shirt <input type="checkbox"/> Men's Shirt <input type="checkbox"/> Jackets <input type="checkbox"/> Women's Jacket <input type="checkbox"/> Men's Jacket <input type="checkbox"/> Dresses <input type="checkbox"/> Women's Dress <input type="checkbox"/> Skirts <input type="checkbox"/> Women's Skirt <input type="checkbox"/> Bottoms <input type="checkbox"/> Women's Bottoms <input type="checkbox"/> Men's Bottoms	Part 2: Garment Fit <small>How to identify fit issues</small> Topics <input type="checkbox"/> Fit Best Practices <input type="checkbox"/> Jackets <input type="checkbox"/> Fit Best Practices <input type="checkbox"/> Dresses <input type="checkbox"/> Fit Best Practices <input type="checkbox"/> Skirts <input type="checkbox"/> Fit Best Practices <input type="checkbox"/> Bottoms <input type="checkbox"/> Fit Best Practices	Part 3: Workmanship & Construction <small>Assess fit and balance. See guide on how to resolve sewing and construction issues for a better fitting garment.</small> <input type="checkbox"/> Symmetry <input type="checkbox"/> Sewing & Construction (Wovens) <input type="checkbox"/> Sewing & Construction (Knits)	Part 4: Critical Points of Attention <small> vital for QA to identify problems & determine if garment is acceptable by the consumer</small> <input type="checkbox"/> Critical Points of Attention	
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Associate CTD - Level 2 Training Checklist

L2: Executing the Apparel Technical Designer Training Guide

MENTOR PRIOR TO CTD STARTING LEVEL 2

1. Prepare for the new CTD to begin Level 2
 - Access the Apparel Technical Designer Training Guide - Level 2 on K-Link
 - <https://link.kohls.com>
 - Click on **Resources** at the top of the screen
 - Click on **Global Technical Design**
 - Click on **Apparel Assistant TD/CTD Level 2**
 - Locate and print the Level 2 Training Guide
 - Fill out the top portion of the page; trainee name, position, Level 2 start date, etc.

2. Enter the Due dates and the mentor for each learning category
 - Ensure all due dates accurately reflect when they can realistically complete training

3. Ensure the new CTD has all they need to begin with Level 2

APPAREL TECHNICAL DESIGNER TRAINING GUIDE - LEVEL 2

Trainee: _____ Vendor: _____
 Position: _____ Start Date: _____ Manager: _____

All training and resources listed are found on KLINK

<input type="checkbox"/>	GETTING STARTED IN LEVEL 2	Due Date: _____
Mentor's Name _____ Date Trainee Completed: _____		
Completion is REQUIRED on DAY ONE for ALL Apparel Technical Designers.		
<input type="checkbox"/> Getting Started: Associate CTD Level 2 (eLearning) <input type="checkbox"/> Orientation: Assistant CTD Level 1 (optional) <small>(Choose categories that you need a refresher on)</small>		
<input type="checkbox"/>	ONEPLM (PRODUCT LIFECYCLE MANAGEMENT)	Due Date: _____
Mentor's Name _____ Date Trainee Completed: _____		
These topics should have been completed during Level 1.		
Before moving to Level 2 , review any topics that you are not already proficient on.		
<input type="checkbox"/> Review: Leap Navigation (CTD Level 1 training) <input type="checkbox"/> Review: Fit Comment Template (CTD Level 1 training) <input type="checkbox"/> Review: Fit Evaluation (eLearning, CTD Level 1 training) <input type="checkbox"/> Review: Ownership Fields (CTD Level 1 training) <input type="checkbox"/> Review: Required Fields on Fit Eval (CTD Level 1 training)		
<input type="checkbox"/>	FIT RESPONSIBILITIES	Due Date: _____
Mentor's Name _____ Date Trainee Completed: _____		
Every Level 2 Tech Designer must be proficient at . . . good fit, garment balance, fit best practices, and workmanship and construction. Some garment areas need extra attention to attain high quality standards. Review Critical Points of Attention for more details.		
Locate the Kohl's Knits & Wovens Vendor Support Training PPT on KLINK to complete this training		
Part 1: Garment Balance <small>See the training on How to Assess Balance</small> <input type="checkbox"/> Tops <input type="checkbox"/> Women's Shirt <input type="checkbox"/> Men's Shirt <input type="checkbox"/> Jackets <input type="checkbox"/> Women's Jacket <input type="checkbox"/> Men's Jacket <input type="checkbox"/> Dresses <input type="checkbox"/> Women's Dress <input type="checkbox"/> Skirts <input type="checkbox"/> Women's Skirt <input type="checkbox"/> Bottoms <input type="checkbox"/> Women's Bottoms <input type="checkbox"/> Men's Bottoms	Part 2: Garment Fit <small>How to Identify fit issues</small> <input type="checkbox"/> Tops <input type="checkbox"/> Fit Best Practices <input type="checkbox"/> Jackets <input type="checkbox"/> Fit Best Practices <input type="checkbox"/> Dresses <input type="checkbox"/> Fit Best Practices <input type="checkbox"/> Skirts <input type="checkbox"/> Fit Best Practices <input type="checkbox"/> Bottoms <input type="checkbox"/> Fit Best Practices	Part 3: Workmanship & Construction <small>Assesses fit and balance. See guides on how to resolve sewing and construction issues for a better fitting garment.</small> <input type="checkbox"/> Symmetry <input type="checkbox"/> Sewing & Construction (Wovens) <input type="checkbox"/> Sewing & Construction (Knits)
Part 4: Critical Points of Attention <small>Vital for QA to identify problems to determine if a garment is acceptable by the consumer</small> <input type="checkbox"/> Critical Points of Attention		

IMPORTANT: All Level 1 training materials should be completed before starting Level 2 materials.

Before the CTD moves on to Level 2, they need to review any topics they are not proficient on.

L2: Executing the Apparel Technical Designer Training Guide

ASSOCIATE CTD -LEVEL 2 TASKS

4. Navigate to the K-Link Apparel Associate TD/CTD Level 2 training page
 - Direct the CTD to begin completing the “Apparel Associate Technical Designer Training Guide - Level 2”
 - Direct the CTD to begin completing the “Getting Started: Associate CTD Level 2”

The screenshot shows the K-Link by Kohl's interface. At the top left is the K-Link logo. To the right are navigation links for 'REPORTS' and 'RESOURCES', along with search, notification, and user profile icons. The main header is 'Brands'. A left sidebar contains a menu with items: 'MONTHLY UPDATES', 'LABELS AND PACKAGING', 'PERFORMANCE TESTING', 'COLOR SPECIFICATIONS AND APPROVAL', 'GLOBAL TECHNICAL DESIGN' (highlighted with a red box), and 'Apparel Resource Tools'. Under 'Apparel Resource Tools', there are links for 'Apparel Assistant TD/CTD Level 1', 'Home Hardlines', and 'Home Textiles'. The main content area is titled 'Apparel Resource Tools' and lists several documents under three categories: 'Policies and Procedures' (Kohl's Fit Sample Policy, Required Fields on Fit Eval, Kohl's Fit Comment Template), 'Dress Forms' (Dress Form Chart, Alvanon Order Form), and 'Fit Library' (Fit Library Index). Each document entry includes a file icon and a 'Last Updated' date.

ONGOING MENTORING FOR CTD:

5. Review CTD progress frequently to determine proficiency.
 - Conduct assessments for each category on the Training Guide
 - Ensure they understand incorrect items and correct their mistakes
 - Schedule additional one-on-one time with the Associate CTD if needed

