

## DEVELOPING ON-THE-JOB TRAINING (OJT)

An on-the-job training program will address three major management dilemmas:

- “I have a limited budget for training courses.”
- “My employees don’t apply what they learn in training classes.”
- “There isn’t a class for what my employees need to know.”

This is a seven-hour course for managers, team leads, and anyone who needs an overview of how to develop structured on-the-job training for employees.

### COURSE OBJECTIVES

Upon completion, participants will be better prepared to:

- Explain the differences between informal and structured OJT
- Decide which jobs are appropriate for structured OJT
- Understand a process for developing structured OJT

### COURSE OUTLINE

1. Introduction
2. Prepare OJT – See steps 1-3 below
3. Implement OJT – See steps 4-5 below
  - Delivering training
  - Evaluating results
4. Action Plan

