

On-the-Job Trainer Development

When most people think about training, they picture a classroom or a seminar where an instructor is standing in front delivering a "lesson" to a group of people. While that is certainly one element of training, the truth is that classroom instruction is only a very small part of the training that goes on in a business. The vast majority of training that takes place is on-the-job training.

On-the-job training takes place every time someone tries to explain a procedure or shows someone else how to do something. The problem is that the quality of on-the-job training can be rather inconsistent depending upon whether or not a particular trainer has a "knack" for training. That inconsistency ultimately has an effect on your operation and the productivity levels you are trying to achieve.

On-the-Job Trainer Development provides participants with a systematic method for on-the-job training that will enable your on-the-job trainers to train your team for success.

"Give a man a fish and he'll eat for a day. Teach him how to fish and he'll eat forever."

Chinese Proverb

You Will Learn To:

- Apply adult learning principles to on-the-job training (OJT)
- Prepare yourself and your trainees for an OJT session
- Clearly explain procedures and expectations during an OJT session
- Effectively demonstrate procedures and desired behaviors during OJT
- Monitor productive practice periods during OJT
- Provide timely follow-up to OJT

You Will Benefit By:

- Organizing OJT to make the best use of training time
- Communicating critical information to the trainee
- Consistently conducting thorough and productive OJT
- Handling challenging OJT situations