OJT Excellence

Creating Job Training Aids

Course Description and Audience:

This highly engaging and interactive session is designed to provide all levels of users with the fundamental knowledge, skills and tools to write job instruction documentation and create visual job aids.

The goal of this training is to update and streamline an organization’s current OJT (on-the-job training) initiative and reduce training time by up to 70% with a measurable improvement in job performance.

Course Objectives:

At the end of this session, the learners will be able to:

- Identify the key tasks that require visual training documentation
- Write new visual job training aids that can be immediately implemented
- Translate current job documentation into a simple and easy to use training template
- Create instructionally sound leader’s guides to ensure consistent delivery of key information
- Create learning assessments that provide a clear return on training investment

Course Content:

The main topics covered in this session include:

- Identifying the key instructional components for an effective job training aid
- Determining the optimum job aid format for the needs of each organization
- Writing a job training aid by gathering information and consensus from “subject matter experts” (SMEs)
- Validating on-the-job training using three basic techniques
- Creating pre and post assessments for each on-the-job training task
- Techniques for adding visuals and decision matrices to job documentation
- Integrating safety, quality, customer service and other organization metrics into the training documentation
- Translating current job documentation seamlessly into an updated training format
- Writing simple leader’s guides that integrate into the job training aids
- How to evaluate the effectiveness of the on-the-job training effort
*All training can be customized to meet the needs of associates at every level of the organization*

**Additional Information:**

- Typical course length is 20-30 hours
- Each participant receives a MS Word-based job aid template
- **For more information or to speak to an ECC Corporate Training Specialist, call 716-851-1805**