OJT Excellence

Delivering Effective On-the-Job-Training

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 deliver effective on-the-job training (OJT).

The goal of this training is to provide a process for certifying on-the-job trainers within an organization’s current training environment. This results in a sustainable system for delivering training and an increase in the effectiveness of OJT by as much as 100%.

Course Objectives:

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

- Schedule an on-the-job training session
- Use the two key skills for delivering an engaging OJT session
- Follow a simple four step process to ensure that each OJT session meets and/or exceeds performance standards
- Manage the use of Job Training Aids and other documentation to ensure accuracy and to identify improvement opportunities
- Complete a peer assessment report with an improvement plan
- Certify other on-the-job trainers within the organization

Course Content:

The main topics covered in this session include:

- Identifying the key attributes of an effective on-the-job training session
- Scheduling an OJT session
- Implementing the tools, skills and process skills for an effective OJT session
- Using and updating job documentation and leaders guides
- Implementing and evaluating training using assessment tools
- Determining the key components of an improvement plan
- Certifying internal OJT instructors using a proven process

*All training can be customized to meet the needs of associates at every level of the organization*
Additional Information:

- Typical course length is 10-20 hours

- For more information or to speak to an ECC Corporate Training Specialist Call 716-851-1805