OJT Excellence

Conducting a Job Analysis & Creating a Learning Plan

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 conduct a basic job analysis and create a multi-tiered learning plan for functional areas of the organization.

The goal of this training session is to provide a process for how to determine if a training initiative will have both a positive impact on performance and provide an acceptable return on investment. This results in a set of performance plans for key positions that provide a roadmap for individual and organizational success.

Course Objectives:

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

- Conduct a basic performance analysis
- Determine the Return on Investment (ROI) for a training initiative
- Analyze a job position by task
- Create a position Learning Plan
- Determine the critical path for individual performance plans
- Link performance plans together to create succession plans and cross-training initiatives.

Course Content:

The main topics covered in this session include:

- Identifying the key components of performance
- Determining ROI
- Creating a training project proposal
- Conducting a job performance analysis
- Creating a Learning Plan
- Adapting Learning plans to fit organization goals

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

- Typical course length is 16-32 hours

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