

Title: How to Conduct OJT

Type: Skill Knowledge

Performance Objective:

- The trainer will be able use the five step OJT cycle to conduct effective, consistent OJT

Trainer Preparation:

- Make sure trainee IDP is available for review

Special Requirements:

None

Prerequisite Modules:

- How to do a job task analysis
- How to write training module cover sheets
- How to write training modules

Procedure:

- Trainer will use as job aid to help prepare for this task.

Notes/Purpose:

None

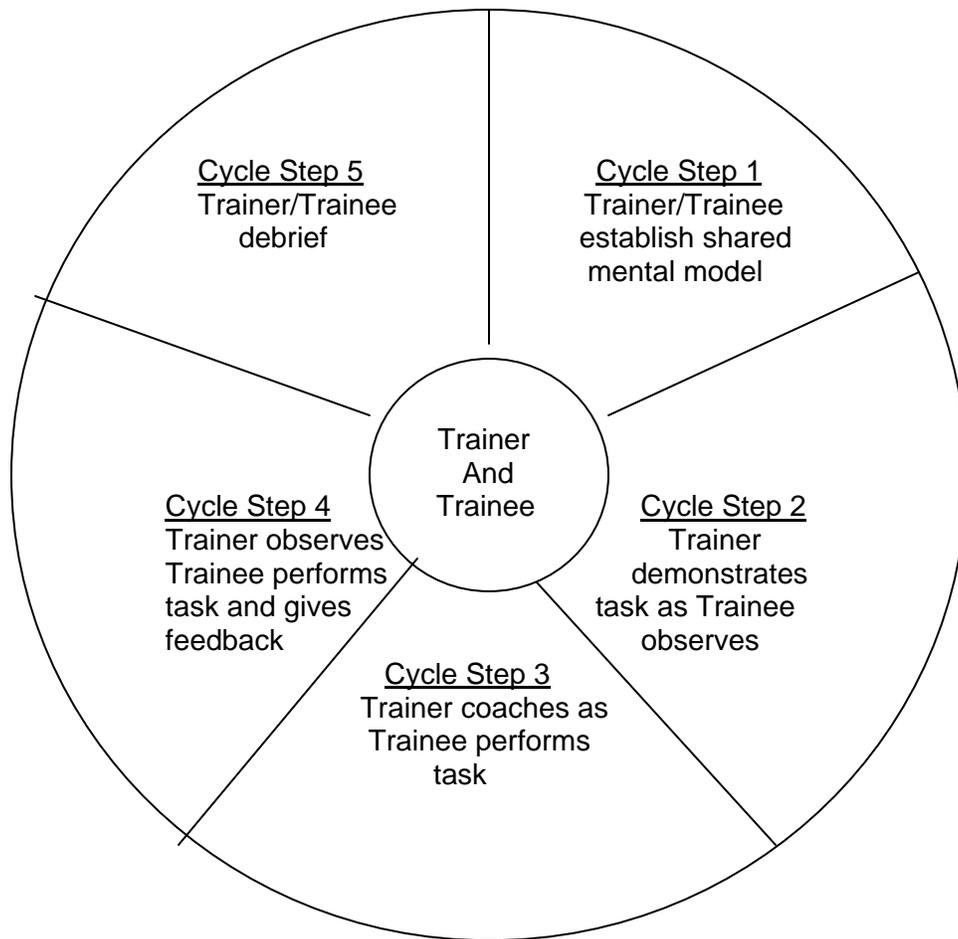
Authors:

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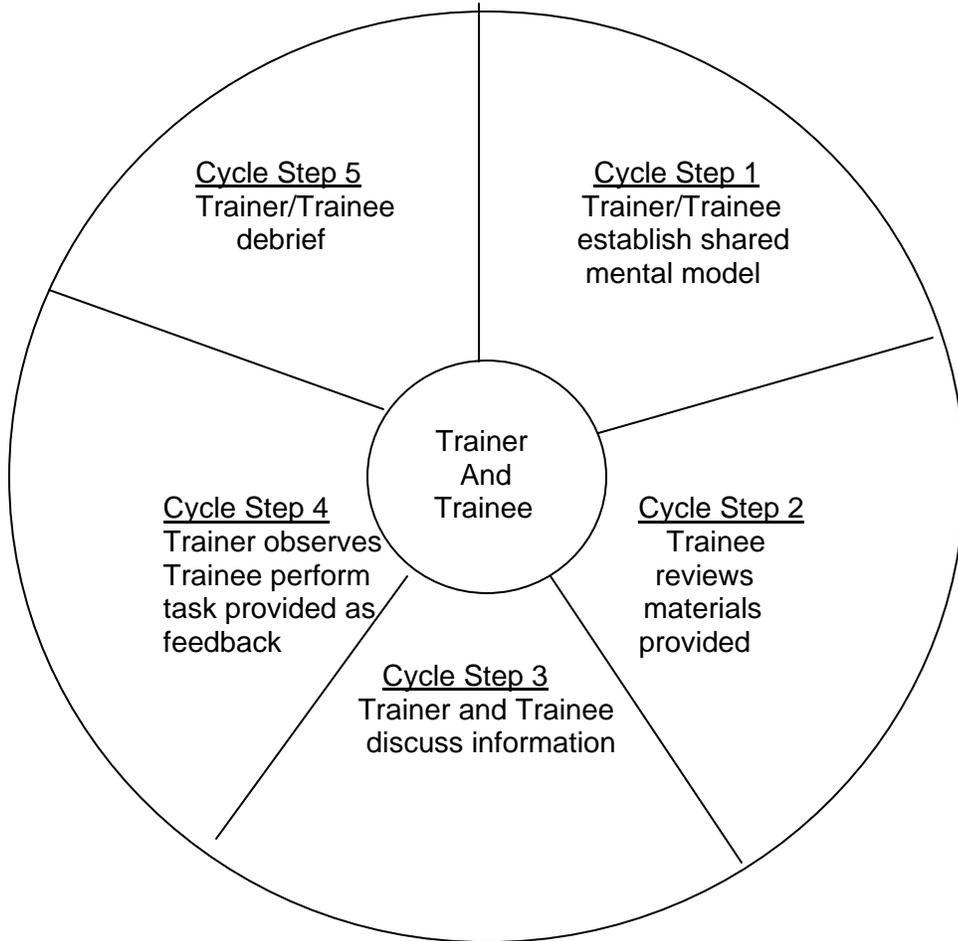
Approved by:

Marc Crouch, Training Coordinator

The Five Step OJT Cycle for Procedural Training



The Five Step OJT Cycle for Declarative Training



OJT Module Lesson

Title: How to Conduct OJT	
WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
1. Conduct pre-meeting	a. Reduce any anxiety on the trainees part b. discuss requirements of the OJT program c. If needed, review IDP with trainee
2. Prepare for training session	a. Trainer prepares by: <ul style="list-style-type: none"> • Scheduling session to minimize distractions • Reviewing tasks (make sure they know how to do them themselves) • Arranging for necessary materials b. Trainee prepares by: <ul style="list-style-type: none"> • Reviewing module and cover sheet • Preparing questions
Acronym = KSAs	Knowledge, Skills, Abilities (and/or Attitudes)
3. Perform cycle step 1 – establish shared mental model	a. develop rapport b. review training model so each are on same page c. check trainee's prior KSAs and experience d. Review module cover sheet d. Encourage trainee to ask questions
4. Perform cycle step 2 – trainer demonstrates task as trainee observes	a. Preview task, explain any safety cautions or quality concerns b. position trainee, if needed c. Ask trainee to refer to module and read along d. Explain each step aloud e. Demonstrate task while explaining it f. Summarize g. Ask trainee for questions
5. Perform cycle 3 – trainer coaches as trainee performs task	a. Ask trainee to preview task, including cautions and concerns b. Position self to observe, if needed c. Ask trainee to refer to module d. Ask trainee to explain each step aloud e. Ask trainee to explain task while doing it f. Ask trainee to summarize g. Ask trainee for questions
6. Perform cycle step 4 – trainer observes trainee perform task and gives feedback	a. Ask trainee if ready to perform without coaching. If not ready, repeat cycle steps 2 & 3 as needed. b. Ask trainee to preview task c. Ask trainee to refer to module d. Ask trainee to explain each step aloud e. Ask trainee to explain task while doing it f. Ask trainee to assess self g. Trainer provide feedback to trainee
7. Perform cycle step 5 – trainer and trainee debrief	a. Summarize task b. Ask if trainee has any questions c. Review performance objective on cover sheet

8. Evaluate trainee	<ul style="list-style-type: none"> a. When ready, trainee performs task for trainer b. Trainer evaluates against the performance objective
9. Document results	<ul style="list-style-type: none"> a. Use worksheet provided (see worksheet – Employee Performance Report Form attached) b. trainer rates as “acceptable” or “unacceptable”. c. Trainer and trainee write pertinent comments d. trainer describes action to be taken if rating is unacceptable e. Trainer, trainee, and supervisor sign and date the worksheet.
10. Conduct follow-up training *****	Follow-up at least twice per module within a few weeks of training session to refresh and maintain retention of training.
11. Keep trainee motivated	Provide recognition for completion of training

Trainee OJT Performance Report Form

Trainee's Name: _____ Job Title: _____

Trainer's Name: _____ Date: _____

Task (module title)	Date(s) of Training	Rating		Trainer's Comments
		Acceptable	Unacceptable	

Additional Trainer's comments:
Trainee's Comments:
Action to be taken if unacceptable:

Signatures

Trainee	Date
Trainer	Date
Supervisor, if different	Date