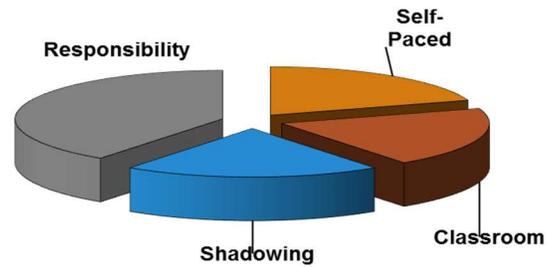


## The On-the-Job-Training (OJT) Excellence Model

Regarding “On-the-Job-Training,” a balanced model should be used when considering any education of new skills. This model has four main parts; the extent of each element can be changed, depending on the performance outcome expected from the training.



### Self-Paced Learning

This can include Computer Based Training (CBT), reference texts, or work instructions requiring study before performing a task.

### Job Shadowing

Observation of Skilled Work is essential to understand the reality of a specific job. The key is to be comprehensive with job observation – make sure an employee sees the operations necessary before the job or task to be done and the operations after or the result of the work done well.

### Individual Responsibility

Basic output requirements on a person’s first day will allow a sense of process ownership, which is essential for all employees. Start this on the first day – set an expectation of actual output so that the expectation of productivity is not a “new” expectation after the “training period.”

### “Classroom” Learning

Lecture, discussion, and presentations are necessary for many subjects. This “classroom” training should be only what is best taught away from the regular work area or that which requires special attention that can best be achieved in a classroom setting.

## Using the OJT Excellence Model

1. Identify a jobs/task for which you need to train one or more team members.
2. State the expected performance outcome of the task.
3. List three learning objectives for the training of this task.
4. Identify the total expected time to complete the learning objectives
5. Write the teaching activity for each part of the OJT Excellence Model.
6. Select the percentage of time in each part of the model.

