

## **STAFF PERFORMANCE ENHANCEMENT THROUGH SYSTEMATIC 'ON-JOB' TRAINING' (OJT).**

### **Introduction**

Organizations today, more than any other period in time, are faced with the continuous need for developing, maintaining, and expanding the knowledge and skills of their workforce. Increased use of a diverse workforce, technology, global competitiveness, multi-skilled positions, work teams, process re-engineering and pay for performance has created the need for an instructional method that easily transfers skill and knowledge, is effective, is convenient, is economical and can be implemented on-the-job.

During 1993 and 1994 more employees received formal training, an increase of almost 15% over 1992. One-on-one instruction remained the third highest used instructional method.

### **Objectives**

At the conclusion of the program participants will be able to:

- understand the concepts of systematic on-job training and the differences between traditional on-job-training
- develop a pro-active approach to on-job training and development
- plan, deliver and follow-up effective on-job training sessions
- improve the scope for, and quality of, their delegation by developing others' ability

Develop action plans to implement on-job-training at their workplace.

### **Course Content**

#### Understanding OJT

- OJT gaining popularity
- Misunderstood concepts of OJT
- The Traditional OJT (Follow me?)
- Various definitions of OJT

#### History of Structured OJT

- The Four steps of Instructional Process
  - Show, Tell, Do, Check
- The Seven principles of industrial training

#### Roles and Relationships of Structured OJT

- Management's Role and Responsibility.
- Supervisor's Role and Responsibilities.

Training/ HR's Role and Responsibilities.  
Trainer's Role and Responsibility.  
Trainee's Role and Responsibilities

#### The Structured OJT Process

1. Decide whether to use structured OJT.
  2. Analyze the tasks to be learned.
  3. Select, train, and manage the trainers.
  4. Prepare training modules.
  5. Deliver the structured OJT.
  6. Evaluate and troubleshoot the structured OJT.
- The Role of Structured OJT

#### Benefits of Structured OJT

Improved Knowledge, Skills and Performance  
Reduction in Training Time and Cost  
Employee Involvement and Development

#### Barriers to Structured OJT

Lack of Knowledge on Structured OJT.  
Lack of Time  
Distractions  
Ineffective Trainers

#### Critical Elements of Structured OJT

Elements of Successful Structured OJT Programs

#### **Target Group**

Staffs who provide on-job-training to the employees as well as policy makers who want to establish a proper and effective on-job-training procedures.

#### **Course Format**

Lectures and Demonstration Workshop style  
Group exercise, practical work and presentation

#### **Course Duration**

Option 1: Two days with practical.  
Option 2: One day process flow and awareness only