

## Train the Trainer – On-the-Job

In most companies, supervisors and leads are responsible for training the employees that work for them - only no one has taught them how to do this training. On-the-job (OJT) training is one of the most common training methods. This course covers OJT Tools and Techniques that help participants use OJT checklists to conduct structured on-the-job training and do it effectively.

### Focus

This course is for subject matter experts, supervisors and leads who may need to deliver On-the-Job training.

**Length**      8 Hours

### Performance Objectives

- Describe the difference between structured and unstructured OJT
- Understand how job documentation can help you train consistently
- Define the different instructional styles and determine which style you prefer
- Manage the different types of students you might find in your training sessions
- Practice skills by conducting two mini-training sessions with other class participants
- Evaluate your trainees in accordance with job documentation to determine if they can perform on the job

### Course modules include:

<b>The Role of the Trainer</b>	This module focuses on the relationship between a trainer and learner. Participants learn how a trainer differs from a coach or supervisor.
<b>Training Resources</b>	Participants discuss checklists, job aids and other OJT training aids and how to best use them during and following training.
<b>Instructional and Learning Styles</b>	Participants complete a styles inventory and questionnaire to discover their instructional style. Then they learn the different learning styles and how to relate to each using their instructional style.
<b>Training Delivery</b>	This interactive module provides participants an opportunity to practice their training and receive feedback on their style.