



Developing Effective On-the-Job Training Jonathan Stuart, Ph.D.

PIPELINE Speaker Series IV – March 14, 2019

PIPELINE PROGRAM

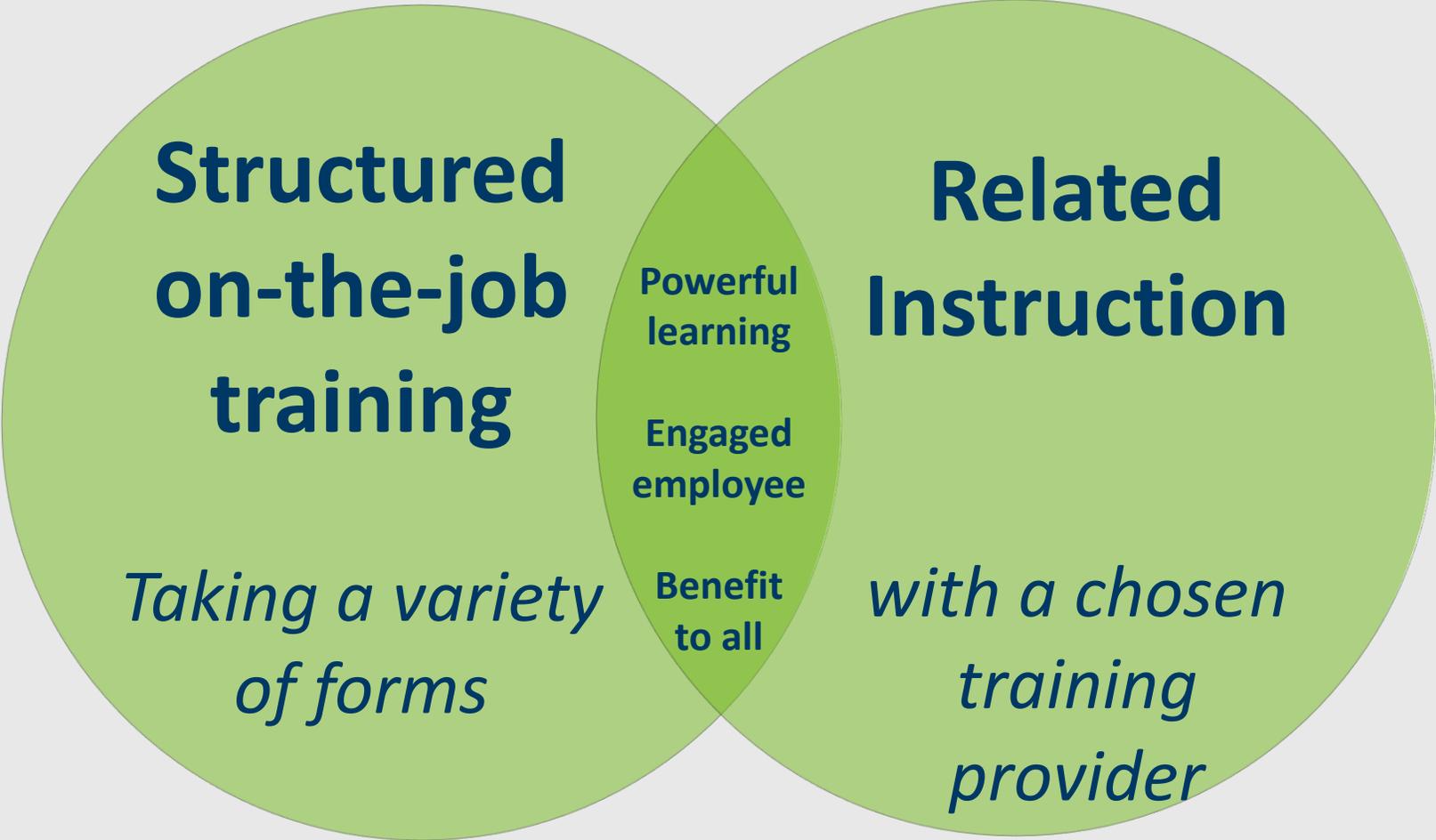
INDUSTRY-BASED. EMPLOYER-DRIVEN. DUAL-TRAINING EXPERIENCE.

PIPELINE PROGRAM

INDUSTRY-BASED. EMPLOYER-DRIVEN. DUAL-TRAINING EXPERIENCE.

- Private Investment, Public Education, Labor and Industry Experience
- An innovative approach to address current and future workforce needs in key industries of Agriculture, Advanced Manufacturing, Health Care Services and Information Technology
- A mechanism to develop dual-training programs that are industry-based and employer-driven

Employment-Based Training



PIPELINE Program Strategies

- **Industry Councils:** *Inform and direct* PIPELINE Program on industry trends and needs through discussion and strategic planning **aimed to expand dual training.**
- **Competency Councils:** *Define and identify* specific occupational competencies for the four key industries.
- **Dual-Training Consulting:** *Create and disseminate* dual-training resources for employers, employees and dual trainees: toolbox, grants, and expanding mentorship networks to set up dual training.

CREATING EFFECTIVE ON THE JOB TRAINING

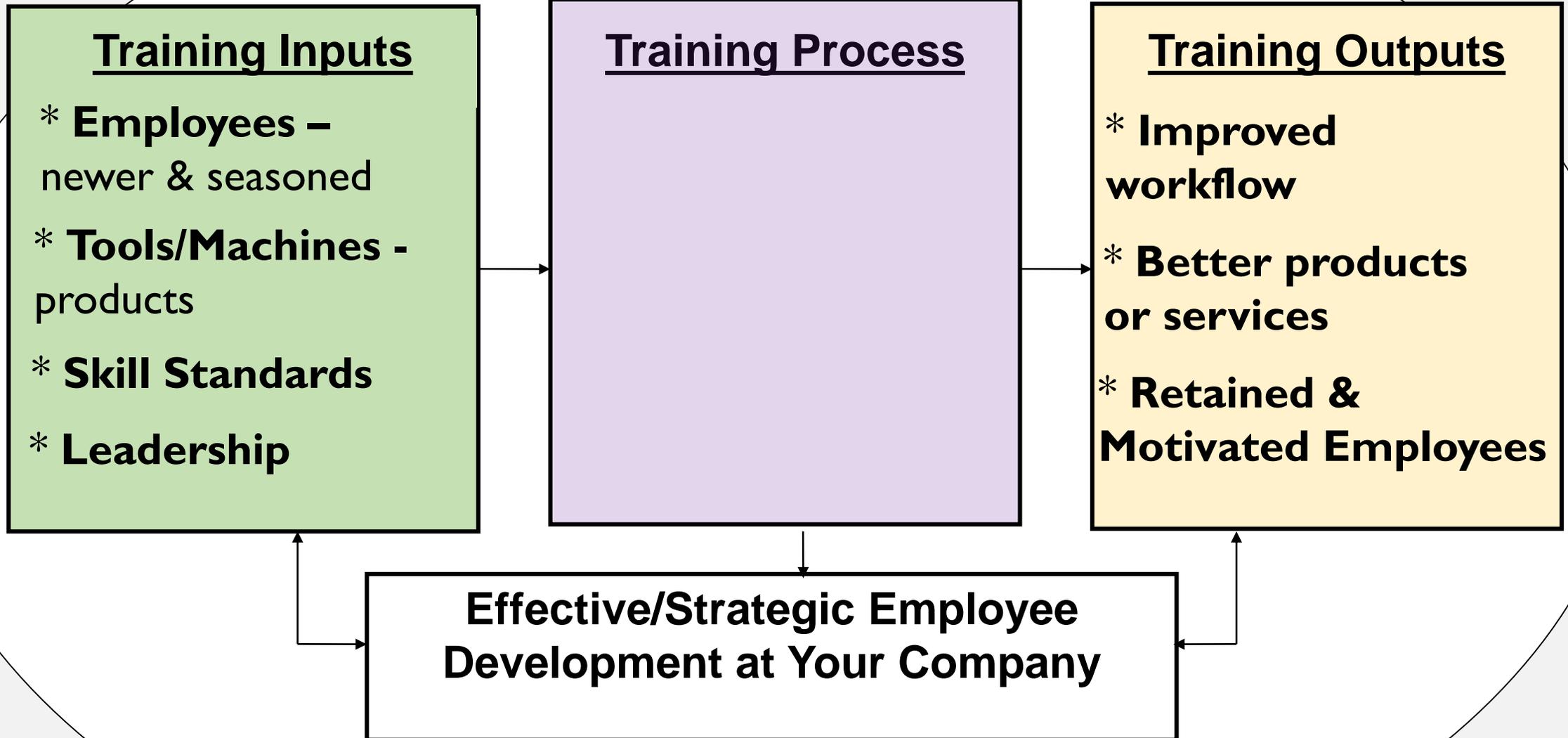
PIPELINE Program Speaker's Series

March 14th 2019

Jonathan Stuart, PhD



Structured OJT as a System



THE VALUE & OPPORTUNITY OF O-J-T

The planned process of developing task level expertise by having an experienced employee train, model, or mentor another employee while performing a job.



- ✓ Addresses gaps in education, employability & succession
- ✓ Increases employee motivation
- ✓ Requires strategic HR management



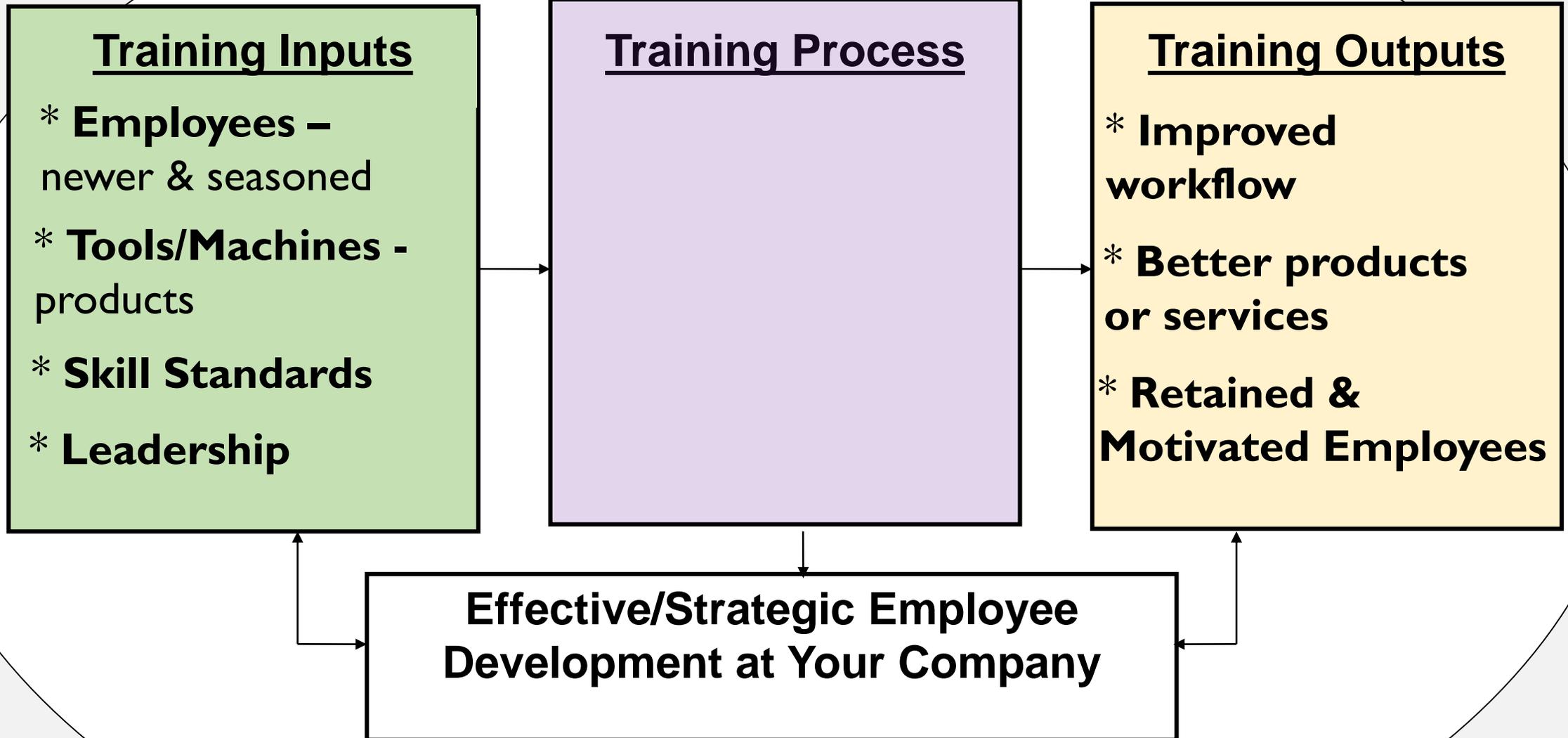
TRAINING ACTIVITY

Making a Paper Hat

Use your instruction sheet and blank piece of paper to construct a small paper hat.



Structured OJT as a System



HOW DO WE GET STARTED?

1. *Identify the task level performance you expect for a given job/position.*
2. *Evaluate how your current training supports employee development (and where there are other formal education resources to meet performance expectations).*
3. *Plan the best format for your OJT program (see PIPELINE's handout overview).*



“TRAINERS” AS A HUGE KEY TO SUCCESS



- Involve them in the OJT development
- Provide training
- Reward their investment



- Pick a “know it all”
- Expect them to keep up with “production” levels

O-J-T FOR **PERFORMANCE** IMPROVEMENT

- ✓ *Link training back to specific task areas that you can evaluate within a given timeframe. Measure results!*
- ✓ *Gather effective feedback from trainees and trainers.*
- ✓ *Evaluate the impact of OJT on the individual, process, and organizational levels*



Machinist/CNC Operator

On-The-Job Training is hands-on instruction completed at work to learn the core competencies necessary to succeed in the occupation. The OJT plan does not need to include all of the competencies listed below, may add additional competencies, and does not need to follow any specific order. The employer may lay out how best to approach OJT for their specific place of work.

Possible modes of OJT may include job shadowing, meeting attendance, side-by-side work with a mentor, other mentorship, specific project evaluated by colleague or supervisor, etc.

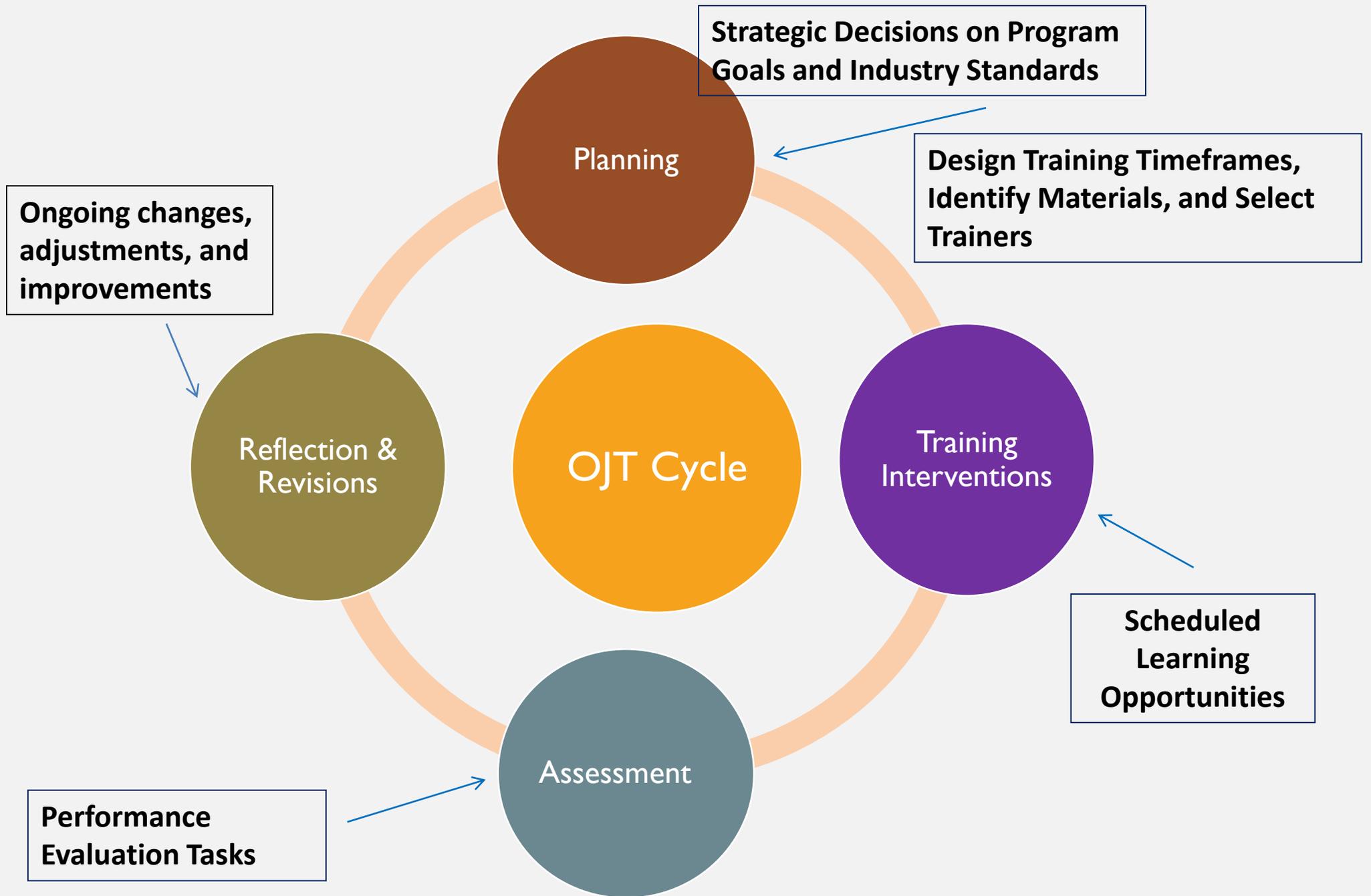
Employee Name: [Employee Name]

Date: 2/1/2019

Anticipated Completion Date: 7/1/2018

On-the-job Training

Specific Competencies	Trainer	Mode of OJT	Start Date	Completion Date	Hours Complet	Hours Require	% Comple
General Housekeeping & Maintenance: Demonstrate the ability to maintain tools and machinery with basic cleaning and maintenance	Name		[type date]	[type date]	0	1	0
Preventative Maintenance— Machine Tools: - Practice industry approved procedures for preventative	Name		[type date]	[type date]	0	1	0
Tooling Maintenance: Practice industry approved procedures for preventative maintenance on tooling.	Name		[type date]	[type date]	0	1	0
Benchwork and Hand Tools: Knowledge of the	Name						



FURTHER DISCUSSION
Q&A TIME

Thanks for your engagement
this morning!

- *Jonathan*
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**“YOU DON’T LEARN TO WALK BY
FOLLOWING RULES. YOU LEARN BY
DOING, AND BY FALLING OVER.”**

RICHARD BRANSON – FOUNDER OF VIRGIN GROUP

[Company Name]

Machinist/CNC Operator

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Employee Name:	[Employee Name]	Date:	2/28/2019
Anticipated Completion Date:	7/1/2018		

On-the-job Training

Specific Competencies	Trainer	Mode of OJT	Start Date	Completion Date	Hours Completed	Hours Required	% Complete
General Housekeeping & Maintenance: Demonstrate the ability to maintain tools and machinery with basic cleaning and maintenance procedures.	Name		[type date]	[type date]	0	1	0
Preventative Maintenance— Machine Tools: – Practice industry approved procedures for preventative maintenance on machines and tools.	Name		[type date]	[type date]	0	1	0
Tooling Maintenance: Practice industry approved procedures for preventative maintenance	Name		[type date]	[type date]	0	1	0

Thank you.



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