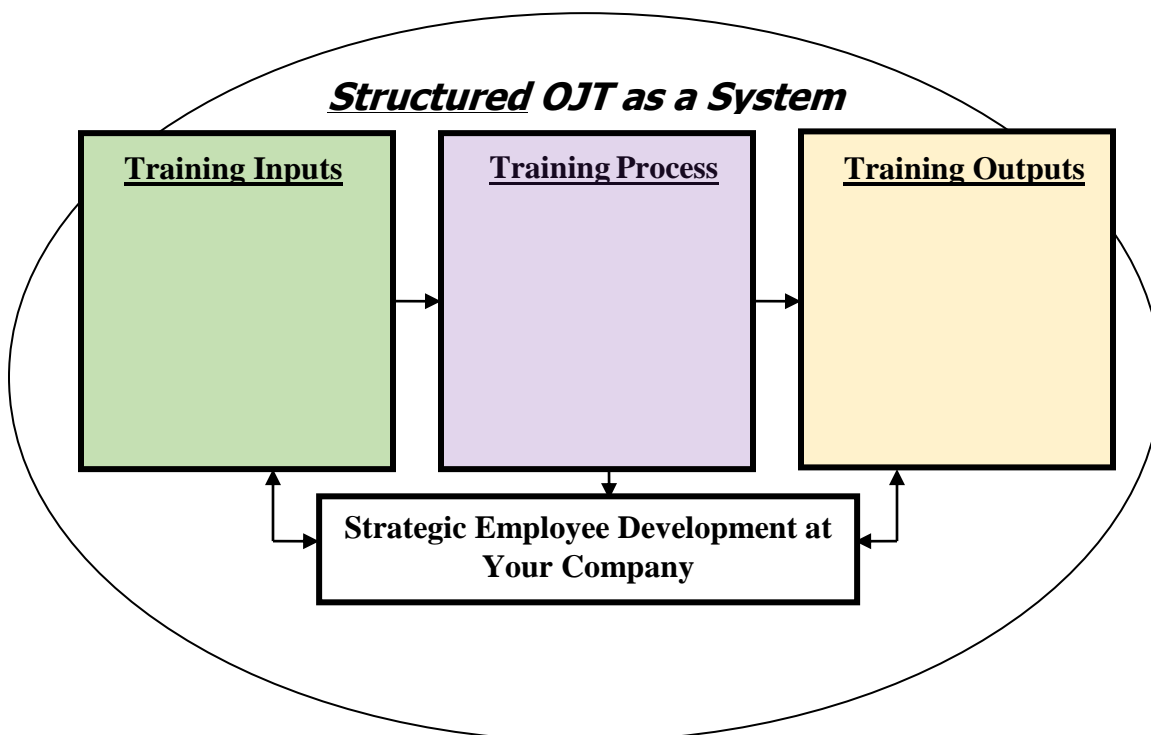


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“Tell me and I forget, teach me and I may remember, involve me and I learn.”  
 - Benjamin Franklin statesman and inventor



***Activity Reflections***

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**Getting Started**

1. *Identify the task level performance you expect for a given job/position.*
2. *Evaluate how your current training supports employee development.*
3. *Plan the best format for your OJT program.*

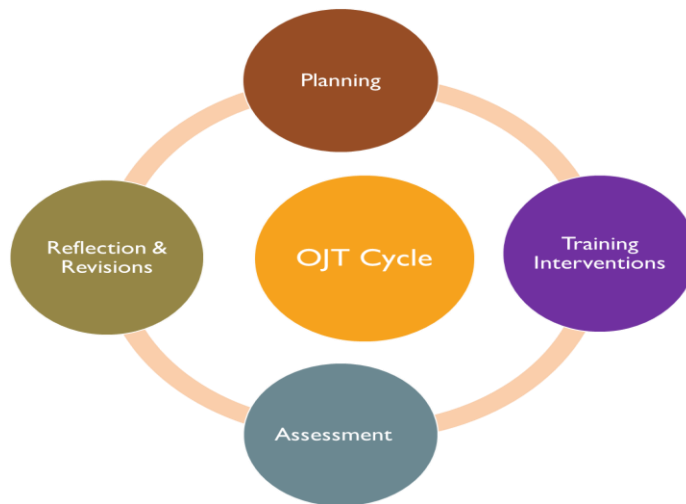
**Notes**

***Trainers as a huge key to success***



***OJT for \_\_\_\_\_***

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



***Session Application Points:***

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**Resources**

PIPELINE Program’s OJT link and portal to get to tracking tools:  
<http://www.dli.mn.gov/business/workforce/pipeline-dual-training-tools>

Overview Handout on OJT:  
<http://www.dli.mn.gov/sites/default/files/pdf/ojt.pdf>