



## ***Course Description*** ***Train the OJT Trainer***

***Length: 16 hours***

***Target Audience:*** Front Line Employees and Supervisors who conduct one-on-one, on-the-job training of new employees.

***Course Description:*** This course prepares company subject matter experts to conduct effective one-on-one, on-the-job training by giving them the tools and expertise necessary to identify the most effective ways to train their employees and improve performance. This course is designed for any employee or supervisor who conducts on-the-job training for their department or the co-op. It is also the first step in the CHELCO Trainer Certification Program.

***Prerequisites:*** Must be recognized as an expert in their respective subject area and attendance approved by supervisor.

***Special Notes:*** For certification to be received, the participant must also successfully complete a practicum/practical evaluation on an assigned topic.

***Course Learning Objectives:*** *At the end of this course, the participant will be able to:*

- Discuss importance of on-the-job training and the role they play in training employees
- List the qualities of effective trainers.
- Discuss the ways people learn.
- Identify the most common barriers to learning and how to overcome them.
- Discuss the different learning styles and how to work with them.
- Identify their training style.
- Demonstrate Step One, Plan, of the four-step training method to achieve improved results.
  - Demonstrate how to identifying tasks to be trained.
  - Develop a basic job breakdown.
- Demonstrate Step Two, Show & Tell, of the four-step training method to achieve improved results.
- Demonstrate Step Three, Try-out, of the four-step training method to achieve improved results.
- Demonstrate Step Four, Follow-Up, of the four-step training method to achieve improved results.
- Use the four-step approach in training situations.
- Explain the importance of and ways to provide feedback on training.
- Discuss why and how we evaluate training.
- Prepare a job breakdown and conduct a one-on-on training presentation.
- Complete the appropriate documentation on each employee after training is finished.