



The *Expert OJT*TM Workshop

Who Should Attend?

- Production Operators and Machinists
- Setup Technicians
- Maintenance Personnel
- Quality Control Technicians
- Supervisors, Lead Persons and Team Leaders
- Production Managers
- Engineering Managers
- Project and Tool Engineers
- Store Room/Inventory Control Personnel
- Training Coordinators
- Human Resource Managers
- CEO's of Smaller Companies

Topics Covered

- Plan a Structured On-the-Job Training (OJT) Project
- Develop Training Lists & Performance Expectations
- Prepare SMART Job Aids
- Develop OJT Lesson Plans
- Prepare Training & Curriculum Schedules
- Conduct Structured On-the-Job Training Sessions

What You Will Learn

- How to identify critical work activities to make sure OJT is directed at essential skills that make a difference in your productivity.
- How to plan OJT by completing project planners and training schedules that capture the most effective and efficient learning sequence.
- How to prepare SMART Job Aids that tell workers how to perform a task. Job aids are actually used for training on-the-job and can serve as Standard Operating Procedures (SOPs).
- How and when to write OJT Lesson Plans. Lesson Plans educate the worker about the process and provide a structured learning experience to guarantee that training is done correctly the first time.
- Techniques for presenting structured on-the-job training using state of the art, one-to-one instructional methods.
- How to integrate OJT with classroom, video and CD-ROM learning to reinforce critical skills and ensure teamwork in the training design.

FAST – SIMPLE – EFFECTIVE!

Call PMAEF for information 216-901-8800

Expert OJT is a structured on-the-job training system based on high performance principles of expert workers training co-workers.

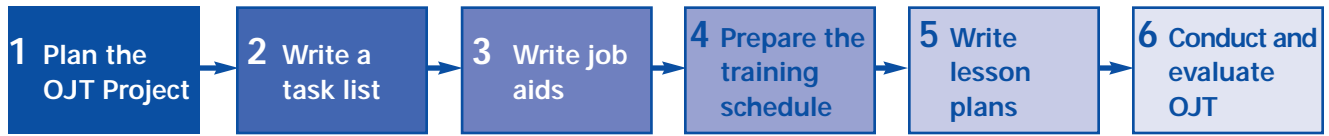
Expert OJT recognizes that workers can best be trained at the job site under real life conditions. *Expert OJT* is a proven and award-winning program for delivering low cost and high quality training.

Expert OJT builds self-sufficiency and worker ownership that reduces dependency on outside training providers and materials. Put Skill Standards to work by applying performance outcomes to your process-specific applications and equipment. Train SMART, not hard!

Serving the industry that creates precision metal products using stamping, fabricating and other value-added processes.



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Workshop Agenda

Day One

Conduct an OJT Session

- Prepare trainees, materials and the training area.
- Identify potential learning problems or training obstacles and apply solutions.
- Learn the technique of one-to-one training.
- Use job aids and lesson plans as training and evaluation tools.
- Ask Interactive Questions (IQ's) during and after task demonstrations.
- Meet Expert OJT presentation standards.

Develop a Master List of Training Work Activities

- Understand the relationships of skills, knowledge, and behaviors to job tasks.
- Identify critical tasks that demonstrate essential skills and applied knowledge.
- Write and sequence a job-specific training task list.

Write Job Aids

Job aids are work instructions written by practitioners that are used for training and used on-the-job.

- Learn the SMART Job Aid format to communicate information quickly and effectively.
- Apply the “look-away rule” to ensure that the job aid will actually be used on-the-job.
- Learn “one-stop shopping” techniques to put information and graphics where people need them.
- Learn when and when not to write job aids.
- Understand how job aids and training schedules apply to ISO/QS-9000 requirements.
- Write a process-specific job aid from your task list.

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Day Two

Write Job Aids (continued)

Your instructor will work with you individually as you continue to design and develop your job aid project from your plant, shop or organization.

Write OJT Lesson Plans

Job aids illustrate the “process used” to perform the work. OJT lesson plans are used by the trainer to teach the job aid in order to “educate” the worker about the process. This interaction provides a well-rounded, structured and holistic learning experience (never just teaching a “process”).

- Learn when and when not to write lesson plans.
- Understand the relationship between the lesson plan and the job aid.
- Make sure that trainees get all the key information they need.
- Write a lesson plan for your job aid.

Prepare Training Schedules

- Learn how to sequence and mix OJT with non-OJT learning activities (i.e., videos, CD-ROM, training meetings, curriculum, orientations, self-study, etc.).
- Determine when and where each activity will be trained.
- Learn how to track and manage an OJT project.

Back-Home Application

After the workshop, a voluntary “homework” assignment can be done. Take the job aid and lesson plan project developed in the workshop back to your workplace and practice your presentation skills on a colleague. Upon submission of your homework, a *Certificate of Successful Completion* will be sent to you from the PMA Educational Foundation (PMAEF).

About the Instructor

Bruce Broman, Program Director for PMA's Educational Foundation, came from Marshall Institute, Inc. in North Carolina. He has directed numerous, high profile projects dealing with industrial skills standards, employee selection and advancement systems, certification and credentialing programs, and curriculum design and development. Bruce has been a nationally licensed Expert OJT instructor for over seven years. Organizations using Expert OJT include Merck & Co., Wyeth-Ayerst Laboratories, Boeing Commercial Airline & Defense Group, the University of Southern California, and the Uniform & Textile Service Association.



Precision Metalforming Association has been reviewed and approved as a Certified Provider of continuing education and training programs by the International Association for Continuing Education and Training. Attendees will receive 1.3 CEU's for this program.