

# ***On-the-Job Training (OJT) – Certified Trainer Program***

**Ensure that your trainers have the skills to properly train your employees.**

***Is your OJT process as effective as it could be?  
Is it taking longer than expected for employees to become proficient?***

## **Who Should Attend?**

Employees responsible for on-the-job training of peers or subordinates.

## **Challenge**

Ensure that employees receive proper OJT by competent trainers, so that they can quickly attain needed skills. If ISO-9001 certified, ensure that you are complying relative to training certification requirements.

## **Solution**

### ***Engaging Management***

- Review program and deliverables
- Establish their role to reinforce learning

### ***Skill Development***

- Adult Learning Skills
- OJT Training Skills
  - Preparation
  - Presentation
  - Practice
  - Performance Assessment
- Coaching and Feedback Skills
- Practice Learned Skills



### ***Reinforcement***

- On the Job Audition and Evaluation (“Dress Rehearsal”)
- Second Audition and Evaluation (“Showtime”)
- Written Exam
- Certification

### ***Business Impact***

- Reduced time to produce a product or assembly
- Reduced scrap and rework
- Consistent product quality and satisfied customers
- Increased morale and internal advancement opportunities
- Compliance with OSHA and ISO-9001 Chapter 7