

ON-THE-JOB WORKPLACE TRAINING EXCELLENCE



The *On-the-Job Workplace Training Excellence Program* is designed to assist organizations in developing the knowledge and competencies of in-house trainers and leaders. This program will provide participants with the professional skills to successfully build, adapt and execute comprehensive workplace training based on the experience of the employee.

WHO SHOULD ATTEND

- Trainers
- Facilitators
- Managers/Supervisors

SESSION DETAILS

- Full-day workshop
- Between 10-20 participants
- Interactive format
- Take-away resource guide and trainer resources

BENEFITS TO BUSINESS/ INDIVIDUAL

- Provides participants with the specific tools and techniques required to effectively develop tailored training plans
- Organizations take advantage of the flexibility and cost effectiveness of using their own in-house trainers to enhance overall performance of their organization
- Improve employee job performance and organizational results

PROGRAM AT A GLANCE

Designed for organizations that want to develop and improve training and leadership skills. Participants gain the skills, tools and confidence to successfully develop practical, on-the-job training plans to ensure learner comprehension and transference of skills to the job. Through this 1-day workshop participants will acquire a solid understanding of adult learning basics and discover the different synergies between trainer styles and learner styles to create a beneficial learning environment.

- Understand the 7 Principles of Adult Learning and best practices for teaching adult learners
- Recognize the importance of developing a focused on-the-job training plan, tailored to individual learner needs
- Discuss different training needs and approaches for new versus experienced learners
- Understand and explore the relationship between training style and learning style
- Discuss priorities and objectives of on-the-job training
- Review the purpose and desired outcomes of a 30 day onboarding training plan and initiate training standards for first 30 days on job
- Develop a focused on-the-job training plan

For further information about the *Workplace Training Excellence Program*, please contact OTEC Client Services; clientservices@otec.org;

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