

STANDARDIZED ON-THE-JOB TRAINING

Capture organizational knowledge and develop strong trainers who have the skills to help others grow

Standardized On-the-Job Training (SOJT)

Do you need help transferring knowledge and skills from your most experienced workers and structuring on-the-floor learning through a sustainable and measurable program?

Even with perfectly aligned training, a worker may still fail to reach performance goals if your on-the-job training (OJT) program does not achieve its desired outcomes. Poor OJT trainers can lead to low morale, ineffective training and delivery, and high attrition, resulting in adverse performance and missed financial goals.

A Standardized On-the-Job Training (SOJT) program teaches the worker their role-specific and task-driven standard work. SOJT should consist of sequenced hands-on learning activities that will prepare the trainee for success during their end-of-training evaluation. Our team can partner with your technical subject matter experts to extract and institutionalize the “whys” behind the steps and develop standardized OJT documentation and tools to ensure consistent delivery of training.

For most SOJT programs, our team develops a Leader Guide to solve the challenge organizations face when asked, “How can we ensure consistent training from one instructor to the next?” The OJT Guide outlines trainee activities, learning objectives, training content, and the resources (equipment, material, etc.) necessary for the consistent delivery of on-the-job training. Field Guides are additional reference tools that include critical information about safety, procedures, and quality.

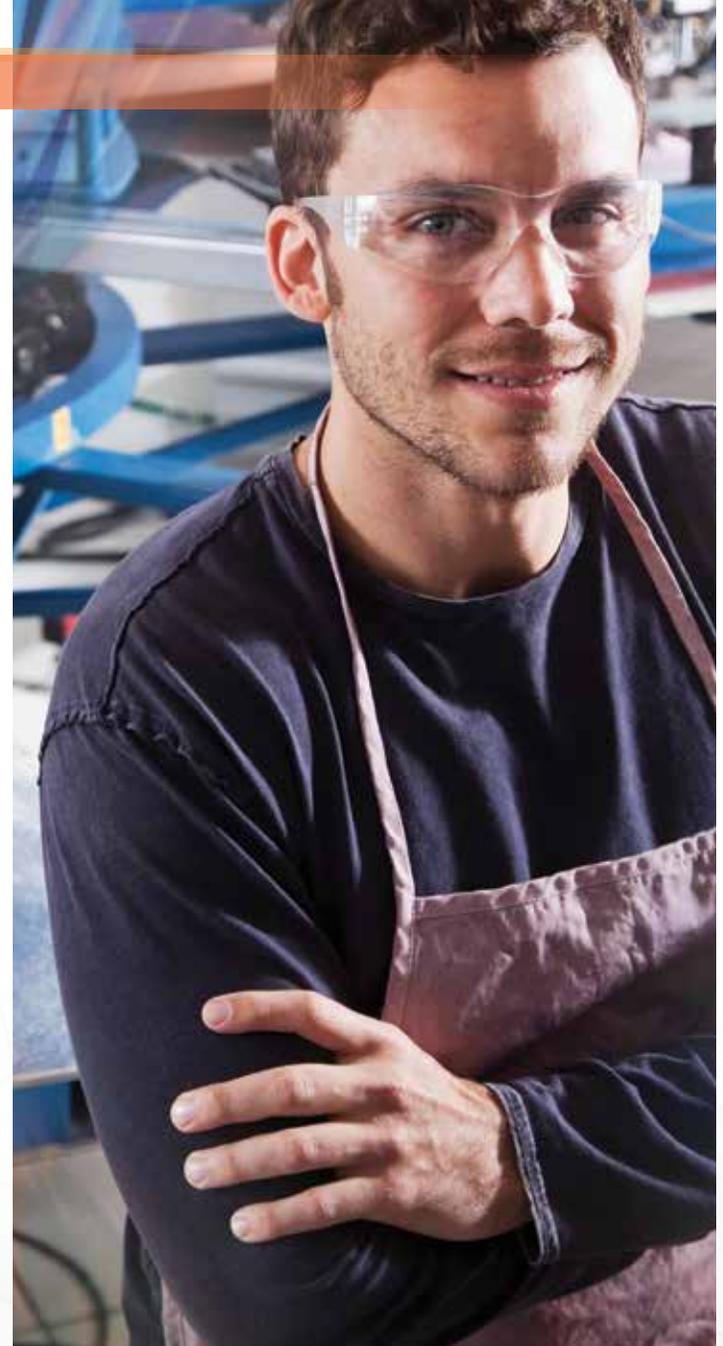
The materials will give you the standardization you need, but an SOJT program requires mentors to correctly use the materials and train others using best practices. To ensure your mentors have the proper skills for training others, our team can help you develop and sustain a Train-the-Trainer program.

Train-the-Trainer Program

Do your trainers have the right skills to effectively train the next generation of workers?

Manufacturing organizations tend to promote high performers into lead roles without providing them with the proper training to develop and mentor other workers. An unskilled OJT trainer can lead to low morale and high attrition, resulting in adverse performance and unmet financial goals. With an increase of new hires from an unskilled talent pool, it is more important than ever to provide your trainers with the necessary competencies to deliver consistent and effective training.

Tooling U-SME's Train-the-Trainer workshop will elevate a frontline supervisor's or team leader's competencies to develop and conduct on-the-job training. This interactive workshop provides the knowledge and skills required to follow best practices and covers the development and delivery of an on-the-job training program, ongoing development and mentoring, performance evaluations, and the creation of a positive learning environment. This workshop is grounded in theory and emphasized through practice and application and will develop a professional capacity in this area of expertise.



After the two-day workshop, participants will be able to:

- Understand the importance of training and development in the workplace
- Apply tips when working with cross-generational workforces
- Identify and amend teaching styles based on individual learning needs
- Recall how to create a safe and positive learning environment
- Enhance one's questioning, listening, and facilitation skills
- Develop learning objectives that define and measure training results
- Apply the requirements in developing standardized OJT materials
- Apply the best practices in conducting OJT
- Apply the tools and techniques for performance evaluation of personnel during assessment, including the use of GoPro video equipment.

Performance Support

Do you need help implementing a system and tools for on-demand learning, which can formalize informal and social learning?

One-time training is rarely effective for building and maintaining high performers. In fact, studies indicate that trainees can lose up to 70% of information learned in training in a 24-hour period and as much as 90% after 30 days. Just-in-time learning is an option that provides training at the moment it is needed, and the learning will be put into practice immediately for better retention.

Just-in-time training tools are convenient, quickly accessible, and easy to understand. Examples include small pocket guides, wiki search tools, micro-videos and augmented reality (AR). Because learning needs can emerge any time, it's important for manufacturers to quickly respond to needs with new performance support tools, such as job aids, search technologies, learning portals, and digital asset libraries.

Our team can help you strategize and develop the performance support tools that will most benefit your company, including blending social learning, such as discussion groups with formal learning. Combining formal learning with social interaction can build employee-sharing networks and mentoring programs and establish communities of practice — all through commonly used applications.



TRAINING THAT DELIVERS ROI

Tooling U-SME's Standardized On-the-Job Training service provides:

- Consistent delivery of OJT training
- Capture of "organizational knowledge" from workers

Common deliverables include:

- Leader Guides/Trainee Field Guides
- Performance support materials
- Train-the-Trainer workshop

Positive business impacts:

- Direct costs: Increased productivity, quality, safety, and time to performance
- Indirect costs: Increased employee engagement, reduced attrition