On-The-Job Training Chart

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| **Step** | **Purpose** | **What To Do** |
| 1. Prepare the learner. | * To relieve tension.
* To establish training base.
* To stimulate interest.
* To give the trainee confidence in

 performing the task. | * Put the trainee at ease.
* Find out what the trainee already knows about the

 task.* Relate task to overall objective.
* Link task to the trainee’s experience.
* Make sure the trainee is comfortable to see you

 perform the task clearly. |
| 2. Present the task. | * To make sure the trainee understands

 what to do and why.* To ensure retention.
* To avoid giving the trainee more than

 he or she can absorb. | * Tell, show and question carefully and patiently.
* Emphasize key points.
* Instruct clearly and completely one step at a time.
* Keep your words to a minimum. Stress action words.
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| 3. Try out trainee's  performance | * To be sure the trainee has learned the

 correct method.* To prevent poor habit development.
* To be sure the trainee knows how the

 task is to be performed and why.* To test the trainee's knowledge.
* To avoid putting the trainee on the job

 prematurely. | * Observe the trainee perform the task without your

 instruction. If the trainee commits a substantial error,  repeat Step 2.* Upon correct completion of the task, have the trainee

 repeat the task. This time, the trainee should explain  the task as he or she performs it.* Ask questions to ensure that the key points are

 understood. |
| 4. Follow-up | * To show your confidence in the trainee.
* To give the trainee self-confidence.
* To be sure the trainee has been trained

 properly.* To foster a feeling of self-sufficiency in

 trainee | * Make favorable comments about trainee's current

 work and progress to date.* Let the trainee work independently.
* Frequently monitor trainee's work.
* Gradually reduce trainee monitoring.
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