

# ON-THE-JOB TRAINING CHART

STEP	PURPOSE	HOW ACCOMPLISHED
1) Prepare the learner.	<ul style="list-style-type: none"> <li>A. To relieve tension.</li> <li>B. To establish training base.</li> <li>C. To arouse interest.</li> <li>D. To give the trainee confidence in performing the task.</li> </ul>	<ul style="list-style-type: none"> <li>A. Put the trainee at ease.</li> <li>B. Find out what the trainee already knows about the task.</li> <li>C. Relate task to overall objective.</li> <li>D. Tie task to the trainee's experience.</li> <li>E. Ensure that the trainee is in a comfortable position to see you perform the task clearly.</li> </ul>
2) Present the task.	<ul style="list-style-type: none"> <li>A. To make sure the trainee understands what to do and why.</li> <li>B. To ensure retention.</li> <li>C. To avoid giving the trainee more than that person can absorb.</li> </ul>	<ul style="list-style-type: none"> <li>A. Tell, show, illustrate, question carefully and patiently.</li> <li>B. Stress key points.</li> <li>C. Instruct clearly, completely, one step at a time.</li> <li>D. Keep your words to a minimum. Stress action words.</li> </ul>
3) Try out trainee's performance	<ul style="list-style-type: none"> <li>A. To be sure the trainee has learned the correct method.</li> <li>B. To prevent poor habit development.</li> <li>C. To be sure the trainee knows how the task is to be performed and why.</li> <li>D. To test the trainee's knowledge.</li> <li>E. To avoid putting the trainee on the job prematurely.</li> </ul>	<ul style="list-style-type: none"> <li>A. Observe the trainee perform the task without your instruction. If the trainee commits a substantial error, repeat Step 2.</li> <li>B. 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.</li> <li>C. Ask questions to ensure that the key points are understood.</li> </ul>
4) Follow-up	<ul style="list-style-type: none"> <li>A. To show your confidence in the trainee.</li> <li>B. To give the trainee self-confidence.</li> <li>C. To be sure the trainee has been trained properly.</li> <li>D. To instill in the trainee a feeling of autonomy.</li> </ul>	<ul style="list-style-type: none"> <li>A. Make favorable comments about trainee's current work and progress to date.</li> <li>B. Let the trainee work independently.</li> <li>C. Frequently monitor trainee's work.</li> <li>D. Gradually reduce trainee monitoring.</li> </ul>