

# Effective On-the-Job Training

Instructor-Led Training

## Overview:

Properly structured, On-the-Job Training (OJT) is one of the best training methods available because it is planned, organized, and conducted at the employee's worksite. However, a successful OJT program requires more effort than placing a new employee with an experienced operator to learn the ropes.

The SOS Effective On-the-Job Training class shows you and your trainers how to avoid the pitfalls of an unstructured program through an overview of how OJT should work and step-by-step practices to build a successful program.

## Approach

One of the founding principles of SOS is that the training provided be delivered by instructors who not only understand the content, but have been trained to prepare and deliver programs in the most effective manner. This Train-the-Trainer concept has been a central foundation of our training programs since the first classes were delivered.

During the SOS Effective On-the-Job Training class, students will learn:

- Development of a structured OJT program
- Common instructor OJT training errors
- Successful trainee evaluation systems
- Effective communication skills specific to OJT
- The three primary adult learning styles
- Efficient questioning techniques
- Four steps to providing effective feedback
- Eight steps to successful delivery of OJT training

Each session will include a combination of presentations, working sessions, and breakout groups to create a fast-moving and interesting course. Participants are encouraged to bring training material so they can work with their own training needs during the breakout sessions.



## SOS INTL TRAIN-THE-TRAINER CURRICULUM



Effective programs that are consistent with PER-001, PER-003, PER-004 & PER-005. Each workshop/course has its own value and purpose with regards to building your training program around these standards.

Effective On-the-Job Training

Systematic Approach to Training Fundamentals

Presentation Skills

*Workshops & courses available individually*



10715 Sikes Place, Charlotte NC 28277

**877.767.4685**

**Melanie Payne** : 704.815.7906  
melanie @ sosintl.com

**Lori Burk** : 704.815.7907  
lori @ sosintl.com

**Kathy Cross** : 704.815.7909  
kathy.cross @ sosintl.com



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