

On-The-Job Training Chart

Step	Purpose	What To Do
1. Prepare the learner.	<ul style="list-style-type: none"> ◆ To relieve tension. ◆ To establish training base. ◆ To stimulate interest. ◆ To give the trainee confidence in performing the task. 	<ul style="list-style-type: none"> ◆ 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.	<ul style="list-style-type: none"> ◆ 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. 	<ul style="list-style-type: none"> ◆ 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.
3. Try out trainee's performance	<ul style="list-style-type: none"> ◆ 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. 	<ul style="list-style-type: none"> ◆ 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	<ul style="list-style-type: none"> ◆ 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 	<ul style="list-style-type: none"> ◆ 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.