

# On-The-Job Training Chart

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