

On-the-Job Training (OJT) Pre-Award Checklist Training Plan Development and Implementation

This checklist may be used in conjunction with the Pre-Award Employer Checklist or as a stand-alone guide for OJT staff as they negotiate the training plan with the employer. Review this list with the employer to determine if they have the capability to provide on-the-job training. The business services representative may be able to provide some "value-added" assistance to prepare a training format with the employer.

- 1) The Company's Training Plan is complete. Yes No
(Check "Yes" to this statement only if all following three responses are "Yes.")
- a. The plan outlines all the specific skill requirements for the OJT occupation. Yes No
b. The plan addresses the trainee's assessed skills gap(s) for the OJT occupation. Yes No
c. Upon successful completion of the plan, the trainee will be able to meet all requirements of the job. Yes No
- 2) The person(s) providing instruction and guidance to the trainee is capable of delivering instruction consistent with the Company's needs. Yes No
(Check "Yes" to this statement only if all following four responses are "Yes.")
- Each instructor(s) has:
- a. The desire to teach. Yes No
b. Knowledge of the subject(s) to be covered and skills required. Yes No
c. The ability to get along with others. Yes No
d. The ability to teach the required knowledge, skills and occupational fundamentals to others. Yes No
- 3) The Trainee will be provided instruction that ensures s/he will understand the underlying theories of the OJT position. Yes No
(Check "Yes" to this statement only if both the following responses are "Yes.")
- a. The person(s) providing instruction is well versed and understands the underlying theories of operation entailed in the OJT position. Yes No
b. The training outline provides for instruction in the underlying theories of operation entailed in the OJT position. Yes No
- 4) The instructors and other staff providing guidance and example to the OJT trainee maintains good work habits that reflect the Company's standards. Yes No
- 5) The instructor(s) or other staff responsible for delivering the training in the OJT training plan will have time (away from production and other duties) to carry out the teaching necessary for the trainee to successfully complete the training. Yes No
(Note: This point is of particular concern in small business where instructors are often responsible for a significant portion of the company's production.)