

Notes from the Discussion Group: Successful Strategies for On-the-Job Training

On-the Job Training can be very effective but can really struggle without structure

Most supported ideas to come from the discussions:

- Lack of a formal plan equals failure
 - Set expectations for the program
 - Set goals for mentor and trainee
- Choose the correct mentors carefully for the job, properly train them in teaching methods and incentivize them for success
 - Most experience does not necessarily mean best mentor
 - Mentoring and pay must be aligned
 - Make sure the arrangements are not too costly for the employer
 - Flat rate can be a barrier
- Match mentors carefully with trainees
 - Assess the fit between mentor and trainee shortly after inception of training
 - Cross training with different mentors can be effective
- Support a culture that gives prestige to being a mentor
- Set expectations and a reasonable timeline for program
 - Initial assessment of trainee can help customize a program
 - Provide management with regular updates on progress
 - Conduct regular level 1 assessments with trainee and mentor (2-way feedback)
 - Document any measurable results
- Schedule work to support and match training
 - limit distractions and pressure of other jobs waiting
- Support the process with other training resources such as, best practices checklists, webinars, LMS training, follow up assessments

Some of the Benefits of On-the-Job Training:

- Trainee works on real-world problems
- Less of a student mentality
- Less expensive (travel, lodging, course fees)
- Some shop production while learning
- Develops inter-personnel relationships
- Learns the importance of profit in the shop
- Learns about the culture in the shop

Some of the risks of On-the Job Training:

- Bad habits can be transferred
- Mentor selection is difficult
- Extremes (too much or too little information)
- Competition in shop (Flat rate, job selection, job security)
- Lack of consistency if working with several mentors