

Training Plan for Module 1

1. Introduction to Structured OJT

Purpose To examine the differences between unstructured and structured OJT and the benefits of structured OJT.

Objectives After completion of this module, the participant will be able to:

- Distinguish between unstructured and structured OJT
- Identify problems with unstructured OJT
- Explain why structured OJT is so important

Materials Overheads: *Unstructured OJT* (p. A-3); *Problems of Unstructured OJT* (p. A-4); *Problems of the Degenerating Buddy System* (pp. A-5 - A-7) (3 overheads); *Structured OJT* (p. A-8); *Why Is Structured OJT So Important?* (pp. A-9 - A-10) (2 overheads); *Training Effectiveness Requires Short Delay* (p. A-11); *Training Transfer: Close Match Required* (p. A-12); *Learning Times Shorter for Structured OJT* (p. A-13)

Handouts: *Role Play/Learning Activity: OJT From the Perspectives of the Trainee and Trainer* (p. 95); *Role Play/Learning Activity: John's OJT Session* (p. 96); *Role Play/Learning Activity: The Perils of the Degenerating Buddy System* (p. 97)

Flipcharts: *Module 1 - Key Points/Summary* (p. 152)

Reading *Training On the Job*, pp. 2-5.

Workshop Agenda

1. Introduction to Structured OJT	Minutes	Start/Stop
	85	____/____
Introduction	5	____/____
Role Play/Learning Activity	15	____/____
Unstructured OJT	15	____/____
Role Play/Learning Activity	10	____/____
Structured OJT	10	____/____
Role Play/Learning Activity	15	____/____
Group Discussion	10	____/____
Key Points/Summary	5	____/____