



# STRUCTURED ON-THE-JOB TRAINING

## S-OJT Developer Workshop ~ June 20 – 24, 2011

### *Overview*

The S-OJT Developer Workshop provides participants with the competence to plan, deliver, and implement S-OJT programs. The Workshop is based on over 25 years of research and consulting experiences across a wide range of organizational settings, both nationally and internationally.

S-OJT is based on the principle that training is most effective when it occurs as close as possible to the work. S-OJT is used alone or blended in combination with classroom or technology-based training programs. Cost-benefit analysis studies consistently report that S-OJT leads to the results:

- Lower training costs
- Improved quality
- Reduced training time
- Increased trainee satisfaction and confidence

S-OJT was first developed in the 1980s as organizations sought ways to respond to rapid changes in employee requirements. S-OJT has since become the major training approach for a range of jobs – from managers, to engineers, to sales, and to frontline employees. And, S-OJT has now become part of publicly-funded programs to help retrain dislocated workers.

The Workshop is appropriate for a broad audience, including:

- Training/HRD staff – Implement S-OJT to address selected issues or for an entire job
- Supervisors – Train new employees or increase flexibility by cross-training existing employees
- Quality staff – Ensure that everyone understands improved work processes and performs tasks to meet quality requirements, such as meeting FDA, OSHA, ISO, TS standards
- Safety staff – Ensure everyone works safely and avoids potential hazards
- Workforce development staff – Ensure that individuals have the skills to re-enter the workforce

### *Goals*

By the conclusion of the Workshop, participants will be able to:

- A. Understand how S-OJT differs from unstructured forms of OJT
- B. Determine which situations are best to use S-OJT
- C. Demonstrate how to conduct a task analysis
- D. Demonstrate how to develop an S-OJT module
- E. Demonstrate how to use the five steps to deliver S-OJT programs
- F. Calculate the financial benefits of the S-OJT programs
- G. Develop an action plan to implement S-OJT programs

The Workshop will be highly interactive with an emphasis on providing information that can be used immediately back on the job.

### **Registration Information**

The Workshop will be conducted on the campus of The Ohio State University, 1900 Kenny Road, Center on Education and Training for Employment (CETE). The following summarizes the four-day Workshop schedule:

Monday – Day One	Tuesday – Day Two	Wednesday – Day Three	Thursday – Day Four
<ul style="list-style-type: none"><li>• Overview of on-the-job training</li><li>• Defining structured on-the-job training</li><li>• Stickle Bricks Activity</li><li>• S-OJT Case Studies</li></ul>	<ul style="list-style-type: none"><li>• S-OJT Process</li><li>• Planning your project</li><li>• Analyzing tasks</li><li>• Preparing S-OJT modules</li></ul>	<ul style="list-style-type: none"><li>• Understanding the five steps to deliver S-OJT</li><li>• Using the five steps in your setting</li></ul>	<ul style="list-style-type: none"><li>• Implementing S-OJT programs</li><li>• Calculating the impact of S-OJT programs</li><li>• Final individual presentations</li></ul>

The registration fee of the Workshop is \$ 1200. Included in the registration is the text, *Structured On-the-Job Training: Unleashing Employee Expertise in the Workplace* (2003, Berrett-Koehler) and an extensive set of handouts, article reprints, and useful templates. 3.0 CEU credits are also available at an additional cost.

Registration form and travel directions to CETE can be found at: [www.cete.org](http://www.cete.org).

### **Workshop Instructors**

**Ronald L. Jacobs, Ph.D.** <http://ehe.osu.edu/paes/wde/faculty/jacobs.php> serves as Workshop Leader and Lead Instructor. Ron is professor of human resource development at The Ohio State University, and has written over 100 journal articles, book chapters, and has authored or edited six books that address a range of topics in human resource development. Ron is credited with introducing the term structured on-the-job training to the HRD field in 1987 and his book, *Structured On-the-Job Training: Unleashing Employee Expertise in the Workplace*, has become the standard guide to help organization managers and national policy officials implement this training approach. There are now Chinese-Complex, Chinese-Simplified, Korean, and Arabic editions of the book.

Ron has extensive consulting experience in global organizations including General Motors, KLM Airlines, Abbott Laboratories, Seagate, Morton Salt, Rohm and Haas, Kuwait National Petroleum Company, Biomet, and ARAMCO, among others. Ron is currently helping Hyundai-Kia Motors transition their corporate HRD Center from training to that of performance consulting. And he is also working with a large US retail organization to help them implement S-OJT for store managers. Common across all his projects is developing performance systems that respond to changing demands on employee competence. Ron actively integrates learning from these various projects into his scholarship through partnership research projects and to his university instruction.

### **Guest Instructors**

Practitioners having extensive experience in designing and implementing S-OJT programs will introduce case studies and make some Workshop presentations.

### **Coaches**

Advanced graduate students studying human resource development will provide assistance to participants during the practice aspects of the Workshop.

### **For More Information**

For additional information about the Workshop or about designing and implementing S-OJT programs in organizations, please contact: Ronald Jacobs @ [Jacobs.3@osu.edu](mailto:Jacobs.3@osu.edu) or 614.292.0581.

**Registration Form**

**S-OJT Developer Workshop – June 20 – 24, 2011**

**Participant Information**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City /State/Zip: \_\_\_\_\_

Phone (     ) \_\_\_\_\_

Fax (     ) \_\_\_\_\_

Email: \_\_\_\_\_

**Note:** You may cancel up to 10 business days before the program with refund, less \$30 cancellation fee.

**Method of Payment**

\_\_\_ Check payable to: The Ohio State University, Center on Education and Training for Employment (CETE/OSU).

\_\_\_ Purchase Order # \_\_\_\_\_

\_\_\_ Wire Transfer Please call (614-688-4000) for information to make payment by this method. Additional processing fee of \$35 will be assessed.

\_\_\_ Please charge to my credit card. Mail this form and the information below OR call with credit card information (614-688-4000). We are not permitted to accept this online or via e-mail.

Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Account No: \_\_\_\_\_

Signature \_\_\_\_\_

Name on Card \_\_\_\_\_

*Send your registration to:*

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1900 Kenny Road  
Columbus, OH 43210-1016  
FAX: 614-292-3742