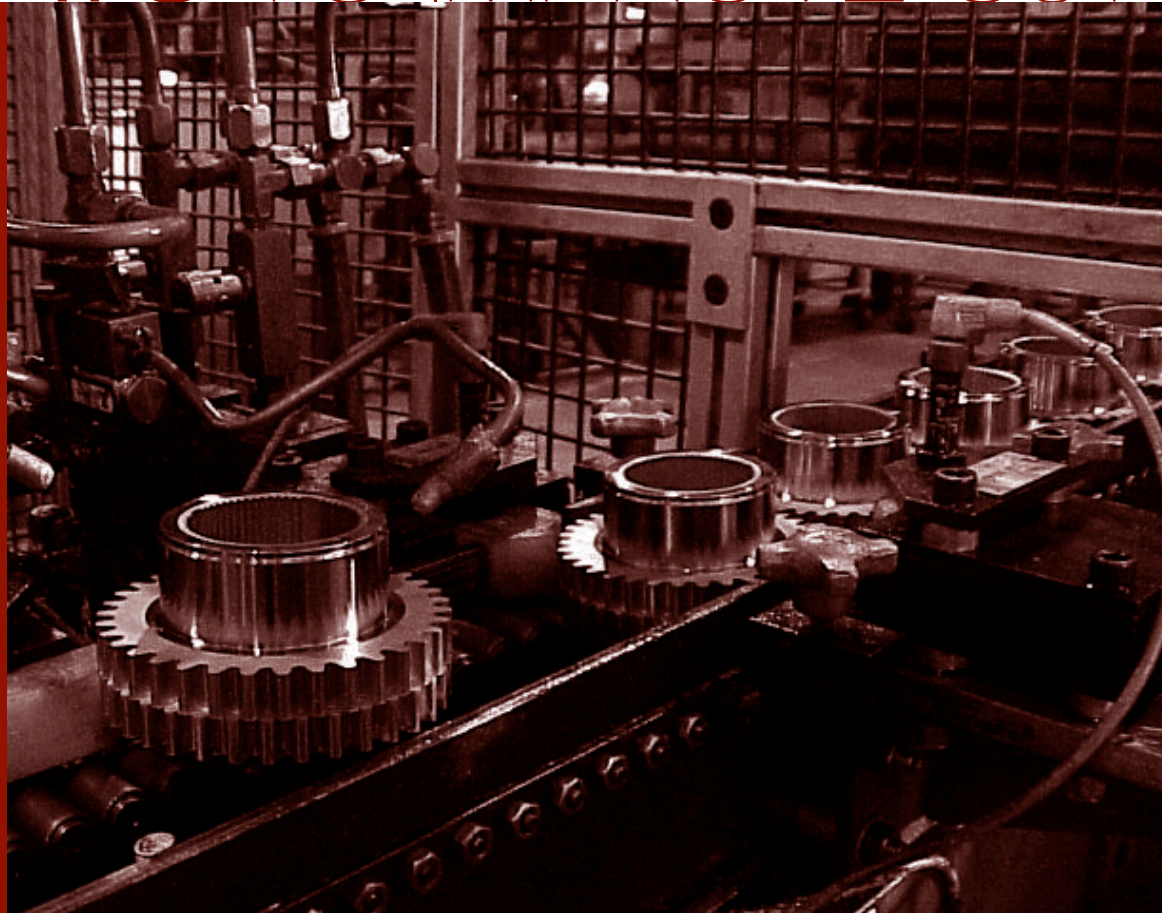


7 WAYS TO IMPROVE OJT

Improving on the job training may be the fastest way to increase performance, productivity, and profitability.



7 Steps You Can Implement Now to build an effective job skills learning system

By Shaun Browne - Principal - Digital Mentor Group Inc.

Production people. The factory folks. These are the ones who are integral to how companies make money. Without them, no production would get done. No parts would be made. No products shipped.

How are production workers trained in your organization?

How do you help production staff build the skills, knowledge, and experience they need to add the most value they can?

How do you get new employees up to speed quickly?

How do you ensure that seasoned employees are working the way they're supposed to?

How do you reinforce safety in the workplace?

How do you help your supervisors look good at the daily production meeting?

How do you do all that with limited resources?

At Digital Mentor Group, we've been thinking creatively about those questions for a long time.

We have some solutions that will transform your on-the-job training.

Solutions that are inexpensive, easy to implement, and get people doing their jobs safely and effectively.

Seven solutions. Seven things you can put in place right now that will increase performance, productivity, and profitability:

1. Standards
2. Training
3. Application
4. Review
5. Revise
6. Results
7. Support

For more information:

- Check out our website.
- Read our blog.
- Attend a webinar.
- Give us a call.

Standards Performance.

One of the biggest drawbacks to building a high performance culture in any organization is getting everyone to agree on a definition of good performance.

That's because everyone has their own definition of what they want.

First, get stakeholders to agree on what a good job is. Then build standard work instructions that capture 'the good job' and become your best practices.

Make sure that your best practices are the safest and most productive methods of doing the work.

Training Comprehensive. Inexpensive.

Effective on the job training needs to be well-designed, consistently delivered, and, most of all, increase the competence of the learner.

Training should be as like real work as possible.

A good on-the-job training must build skills, knowledge, and experience. The results should be visible, measurable and long lasting.

Make sure your training programs are reproducible, leads to sustained performance improvement, and provides due diligence defense.

Application Expect Competence.

Good training means applying what's learned back on the job. Otherwise, training is a waste of time, effort, and resources.

Make sure learners return to the workplace ready to use their skills and knowledge. The faster learners apply what they learn, the more likely they are to continue to use new skills and knowledge.

Review Monitor. Evaluate. Improve

Job performance should be monitored and evaluated on a regular basis.

Periodic monitoring of learner performance after training ensures that new behaviors become the learners preferred work methods. Any change from the standard 'good job' should be followed by coaching or retraining.

Make sure learners have a number of ways to review content learned in training, including access to trainers, work instructions, supervisors, or other job experts.

Revise Accurate. Useful. Accessible.

Standard Operating Procedures, Standard Work Instructions, Job Guides, these important documents contain the collected skills, knowledge, and experience of your organization.

They need to be kept up to date or else they become increasingly irrelevant.

Any changes in processes or procedures, equipment, or raw materials should be communicated to employees. The extent of those changes may result in training for operators who are involved in that work.

Make sure your work instructions reflect what is actually done on the job.

Results Productivity. Profit. Pride.

Creating a Job Skills Learning System is not a walk in the park. It takes time, effort, and resources to accomplish. The time, effort, and resources invested will be worth the results.

The work will be worth the celebration.

Make sure you track results and take time to celebrate what you've accomplished.

Support Performance.

The organization has more influence on the success of a training program than the learner does. What gets supported gets done. People will do what they get rewarded for.

Make sure the support you provide reinforces the standards you have and the behavior you want.

Contact Digital Mentor Group for more information on how a Job Skills Learning System would benefit your organization.

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