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COURSE BROCHURE

# On-the-Job Training and Structured OJT Programmes Training Course

25 – 29 October 2027
Geneva

# On-the-Job Training and Structured OJT Programmes Training Course

**Ref:** 1325_49674 **Date:** 25 – 29 October 2027 **Location:** Geneva **Fees:** 6500 GBP

On-the-Job Training and Structured OJT Programmes is a 1-week training course for operations supervisors, workplace trainers and technical training coordinators who teach skills at the machine or counter, and it ends with a structured OJT package for one role. Informal shadowing passes on shortcuts and errors along with skills, so organisations now need workplace learning that is planned, consistent and recorded. Jupiter Prime Training delivers this course on on-the-job training and structured OJT programmes.

## Why On-the-Job Training and Structured OJT Programmes Matters Now

Three pressures expose weak workplace training: experienced operators retiring faster than replacements can be shadowed, auditors and customers asking for evidence that each person was signed off on critical tasks, and new equipment that changes procedures before manuals are updated. A structured approach breaks each task into teachable steps, prepares the people who teach them and verifies competence against a standard. Without it, new starters learn whatever their buddy happens to do. The course draws on ISO 10015:2019 for competence management and people development and ISO 30422:2022 for learning and development processes.

## Who Gains Most from On-the-Job Training and Structured OJT Programmes

- Operations supervisors who decide who trains new starters and when they work unsupervised
- Workplace trainers and experienced operators who demonstrate tasks at the point of work
- Technical training coordinators who maintain task lists, schedules and training records
- Quality and safety officers who need evidence of competence for audits

A production or service unit gains most when its supervisor, two workplace trainers and the training coordinator attend together.

## On-the-Job Training and Structured OJT Programmes Capabilities

Participants move from informal shadowing to a repeatable sequence of demonstration, practice and verified sign-off.

- Analyse a role into tasks, steps and key points using task analysis worksheets — scope of OJT for supervisors
- Build job instruction breakdowns that a workplace trainer can follow — consistent teaching across shifts
- Apply the four-step job instruction method of prepare, present, try out and follow up — new starter confidence
- Design sign-off checklists with observable performance criteria — fair competence decisions
- Specify OJT records, schedules and progress trackers — audit readiness
- Prepare workplace trainers through coaching practice and feedback — quality of on-the-job teaching

## Key On-the-Job Training and Structured OJT Programmes Terms

- On-the-job training OJT — learning a task in the real workplace under guidance from an experienced trainer.
- Structured OJT — on-the-job training that follows a planned sequence, written breakdowns and documented sign-off.
- Task analysis — breaking a job into tasks, steps and key points that determine how training is organised.
- Job instruction breakdown — a written sheet listing each step, its key points and the reasons behind them.
- Competence verification — observing and confirming that a person performs a task to the required standard.
- Sign-off checklist — a document recording which tasks a learner has completed and who verified them.

## On-the-Job Training and Structured OJT Programmes Day by Day

### Day 1: Workplace Learning and Its Risks

- Informal Shadowing Pitfalls — How Errors Spread Between Operators
- Structured OJT Model — Plan, Teach, Verify and Record
- ISO 10015 Competence Principles — Linking OJT to Required Competence
- Role and Task Inventory — Selecting Critical Tasks for Structured Coverage
- Supervisor Responsibilities — Release to Independent Work Decisions

### Day 2: Task Analysis and Breakdowns

- Task Analysis Worksheets — Tasks, Steps, Key Points and Hazards
- Job Instruction Breakdown Sheets — Writing Steps a Trainer Can Teach
- Visual Work Instructions — Photos and Diagrams at the Workstation
- Task Sequencing — Simple to Complex Learning Order
- Breakdown Validation — Checking Accuracy With Expert Operators

## Day 3: Preparing Workplace Trainers

- Four-Step Job Instruction Method — Prepare, Present, Try Out, Follow Up
- Demonstration Technique — Pace, Positioning and Explaining Key Points
- Questioning and Correction — Fixing Errors Without Discouraging Learners
- Trainer Selection Criteria — Skill, Patience and Communication
- Trainer Practice Rounds — Peer Coaching on Real Tasks

## Day 4: Competence Verification and Records

- Sign-Off Checklist Design — Observable Criteria for Each Task
- Competence Observation Methods — Direct Observation, Questioning and Product Checks
- OJT Records and Progress Trackers — Evidence for Audits and Customers
- Refresher and Reassessment Triggers — Procedure Changes and Incidents
- OJT Case Examples — Hospital Wards and Food Production Lines

## Day 5: Practising the Structured OJT Package

- Applying Task Analysis — Completing the Inventory for One Role
- Applying Breakdown Sheets — Writing Three Critical Task Breakdowns
- Applying the Four-Step Method — Teaching a Task to a Peer
- OJT Schedule and Trainer Assignment — Planning the First Weeks
- Structured OJT Package — Breakdowns, Checklists and Records for Approval

## Applying On-the-Job Training and Structured OJT Programmes After the Course

- Complete a task analysis for one role with an expert operator and write job instruction breakdowns for its three most critical tasks.
- Run a sign-off checklist trial with the next new starter and record competence evidence in the OJT tracker.

## On-the-Job Training and Structured OJT Programmes Questions FAQ

### What is on-the-job training and structured OJT and why does it matter now?

On-the-job training and structured OJT is planned workplace teaching with written breakdowns, trained trainers and verified sign-off. It matters now because experienced staff are leaving and auditors expect evidence that each person is competent on critical tasks.

### Which roles gain most from on-the-job training and structured OJT?

Operations supervisors, workplace trainers, technical training coordinators and quality officers gain most. Each plays a part in teaching, verifying or recording competence at the point of work.

## How does on-the-job training and structured OJT differ from a train the trainer course?

On-the-job training and structured OJT focuses on teaching tasks at the workstation with breakdowns and sign-off. A train the trainer course focuses on running classroom sessions, managing groups and designing session plans.

## What do you bring back from on-the-job training and structured OJT?

You bring back a structured OJT package for one role, with a task inventory, three job instruction breakdowns, sign-off checklists, a training schedule and record templates ready for approval.

## On-the-Job Training and Structured OJT Programmes: The Way Forward

The structured OJT package first informs the supervisor's decision on when a new starter may work each critical task unsupervised. Supervisors, workplace trainers and coordinators use it to teach and record consistently across shifts. After the first cohort completes, the breakdown sheets deserve a second look.