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## EFFECTIVE ON-THE-JOB TRAINING

On-the-job training is an effective way to complement your new employee orientation or other training efforts. Like any other training program, on-the-job training requires careful planning and implementation. Yet many managers adopt an “osmosis approach” to on-the-job training: employees are haphazardly paired with a more experienced employee and told to absorb new skills or information. The problem with this approach is that it lacks structure, wastes time, and usually doesn’t give the employee an opportunity to apply skills.

To get the most out of your on-the-job training, follow these steps:

- Evaluate the employee’s training needs: Determine how much additional training is needed. If the employee lacks basic skills to do the job, you may consider investing more in formal training and instruction.
- Create a training plan: After you have determined what the employee needs to learn, decide on the expectations and the tasks that you want the employee to master.
- Choose a trainer: Decide which experienced employee is best suited to deliver the on-the-job training. Discuss expectations and goals and assess whether the employee has the skills, time, and desire to teach someone else.
- Develop resources: The trainer should provide written or electronic resources to help the employee recall key steps or details after the training is complete.
- Check results: Once the training is complete, perform a skill check to assess whether the employee has met expectations and can perform the required tasks.

### **BottomLine**

*On-the-job training is not a substitute for formal training and instruction, especially if an employee needs to acquire basic skills. However, on-the-job training is an effective way to help employees learn to apply skills to successfully perform their jobs. If strategically planned and executed, on-the-job training can accelerate learning and application, improve productivity, and increase retention – keys to helping your organization achieve goals and objectives.*

*If you would like more information about this or other human resources and employment practices issues, please contact Praxis HR via email at [info@praxis.com](mailto:info@praxis.com) by phone at 206.262.8133 or visit our website at [www.praxishr.com](http://www.praxishr.com).*