



# On-the-Job Training

## On-the-Job Training (OJT) Process

On-the-Job Training, also known as OJT, involves the teaching of skills, knowledge and competencies needed to perform a specific job in the workplace. Utilizing an employer's existing workplace tools, equipment, processes and documentation, the employee is able to gain skills and knowledge to effectively and efficiently perform his or her job.

OJT occurs within the normal working environment an employee will experience on the job. Training may occur as the employee performs actual work or may take place elsewhere within the workplace utilizing training rooms, training work stations, or training equipment. On-the-Job Training is most frequently conducted by another employee who can competently perform the job.

While the goal of OJT is often to teach basic workplace skills, it also instills aspects of the workplace culture and performance expectations in the new employee. The benefits of OJT can be seen by employers and funding agencies as well as the employees.



# OJT Benefits

## Employer Benefits

- Employers are reimbursed up to 50% of the employee's wages for a pre-determined time period to offset the cost of training and recoup some of the costs associated with hiring
- EDSI assists the employer in the design of the training plan specific to the company's requirements
- Employees are trained on the actual equipment they will utilize on the job, instead of equipment used by training vendors or community colleges
- Very little of the employer's time is required for administration of the OJT - EDSI provides invoices, reviews the evaluations completed by the employer on a monthly basis, and acts as the liaison between the employer and the funding agency
- Employers retain the ability to make the final selection in the hiring process
- Skill gap analysis allows the employer to identify the specific training required based on real data
- Employers are able to review the new employee's skill progress on a monthly basis

## Employee Benefits

- Direct training from experienced employees on how to perform a job specific to the employer's requirements
- Employees earn while they learn, allowing them to continue to meet their financial obligations
- Employees are provided with monthly feedback on performance
- Employees can expect to continue with the full-time position after the training period and, in some cases, may receive an increase in pay
- A clear "career path" is identified based on the employee's upgraded skills
- Job opportunities that would not have been available to them without the training provided by the employer and the cost offset by the OJT

Contact us today for more information:

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