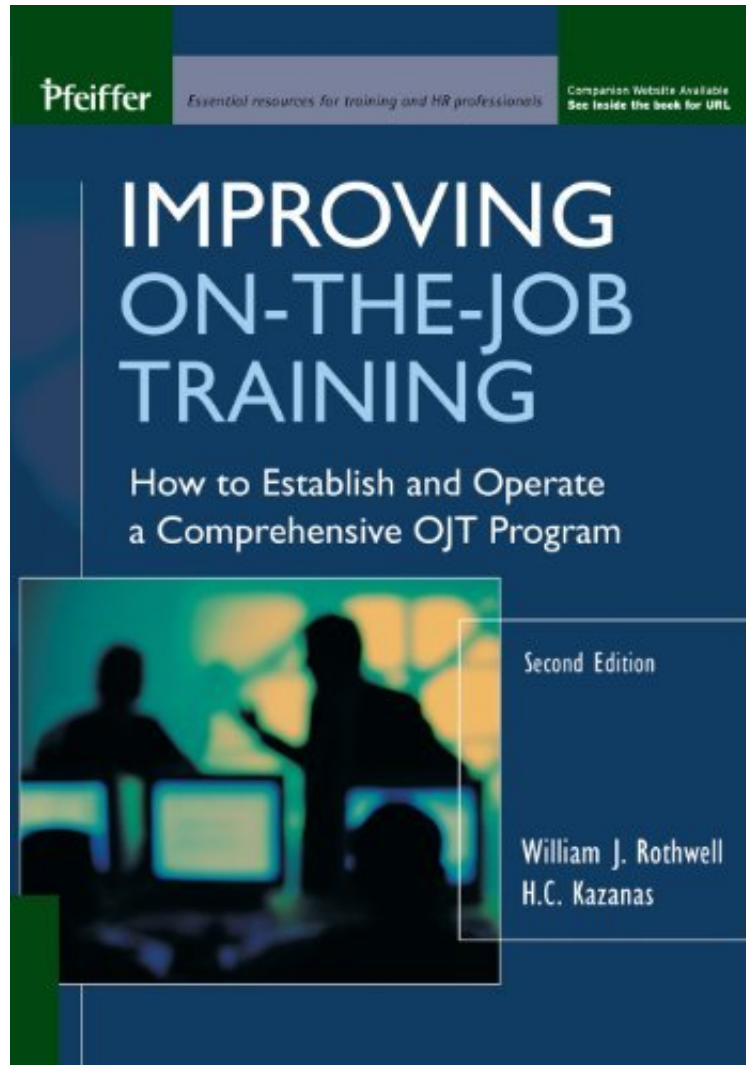


(Download) Improving On-the-Job Training: How to Establish and Operate a Comprehensive OJT Program

Improving On-the-Job Training: How to Establish and Operate a Comprehensive OJT Program

William J. Rothwell, H. C. Kazanas

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William J. Rothwell, H. C. Kazanas : Improving On-the-Job Training: How to Establish and Operate a Comprehensive OJT Program before purchasing it in order to gauge whether or not it would be worth my time, and all praised *Improving On-the-Job Training: How to Establish and Operate a Comprehensive OJT Program*:

0 of 0 people found the following review helpful. Finally, a Practical Guide for On the Job Training By Morris I was completing my graduate degree when I started a search for sound practical material related to on the job training. (OJT) Much of what I found was weak, until I came across Dr. Rothwell's book. This is an excellent book for someone responsible for OJT directly or even indirectly, ex. a Human Resources Manager. Dr. Rothwell provides a very clear

and easy to follow format for establishing or fixing a broken OJT system. I'm an HR Manager, and I used Dr. Rothwell's book as a part of a training program for our employee trainers who train our new and existing employees. They would read material assigned from the book and then make application to problems we experienced in our training. Using a facilitative style of training, in addition to the book for follow-up, provided for a good transfer of learning. I highly recommend this for someone willing to put the effort into implementing or repairing an existing OJT process. 6 of 7 people found the following review helpful. Finally, a Practical Guide for On the Job Training By Morris I was completing my graduate degree when I started a search for sound practical material related to on the job training. (OJT) Much of what I found was weak, until I came across Dr. Rothwell's book. This is an excellent book for someone responsible for OJT directly or even indirectly, ex. a Human Resources Manager. Dr. Rothwell provides a very clear and easy to follow format for establishing or fixing a broken OJT system. I'm an HR Manager, and I used Dr. Rothwell's book as a part of a training program for our employee trainers who train our new and existing employees. They would read material assigned from the book and then make application to problems we experienced in our training. Using a facilitative style of training, in addition to the book for follow-up, provided for a good transfer of learning. I highly recommend this for someone willing to put the effort into implementing or repairing an existing OJT process. 2 of 4 people found the following review helpful. Disappointing By A Customer I was disappointed in this book. It's 10 years old (almost), so references to studies in the 1970's and 1980's seem outdated, leading me to doubt their applicability. I found Gary Sisson's "Hands-On Training" much more helpful for my training needs, and a better use of my company's money.

This second edition of the best-selling book, *Improving On-The-Job Training*, provides professional trainers, HR managers, and line managers with a hands-on resource for installing a low-cost, low tech approach to planned on-the-job training program that will improve real-time work performance throughout an entire organization. A comprehensive volume, *Improving On-The-Job Training* Offers guidelines for establishing an OJT program. Outlines the key management issues that should be addressed when starting up a program. Describes effective methods of training the trainers and learners. Shows how to identify the need for planned on-the-job-training. Explains how to analyze work, worker, and workplace OJT. Offers vital information for preparing and presenting on-the-job training. Illustrates how to evaluate results of OJT. Describes aids to planned on-the-job training. Includes six valuable lessons about planned OJT programs.

"A comprehensive guide for those who must address problems of organizational productivity and find skill and knowledge deficiencies that need to be addressed by training.... As a textbook for a university course... the book addresses needs that are common to all those who want to be more effective in operating an on-the-job training program." (David C. Bjorkquist, Department of Vocational and Technical Education, College of Education, University of Minnesota) "We know that most learning occurs at the workplace. This book provides all the guidance needed for supervisors, HRD professionals, and trainers to help employees improve their performance and increase their contribution to organizational success through planned OJT." (Bill Lowthert, manager, nuclear training, Pennsylvania Power Light Company) "Provides the busy HRD professional with all the correct methods and tools for creating and managing a first-class, structured on-the-job training program. This book comes just in time!" (David Dubois, principal partner, Strategic Performance Improvement Associates, and president, Dubois and Associates) "An excellent contribution to the field, this book offers a realistic, practical focus on OJT, which is probably the most common form of training. It's too easy for people to think that OJT is simple, when in fact success with OJT is elusive. This book will show you how to do it. *Improving On-The-Job Training* will show practitioners how to establish and run an effective OJT program." — Timothy W. Spannaus, research fellow, Institute for Learning and Performance Improvement, senior lecturer, Instructional Technology, Wayne State University "As we expand our businesses, we will need workers to perform more complex tasks effectively. This book gives us an excellent model to implement OJT in real time and in real workplaces to create a high-performance workforce." — William H. Lowthert, leadership development manager, PPL Susquehanna "Rothwell, a world-renowned training expert, addresses one of the most critical areas of training used by all businesses and is also the most common form of training, on-the-job training. This book will provide an invaluable tool for any business to use to systematically develop successful OJT programs. The information in this book will assist companies in improving their performance and productivity through the proven methods recommended by William Rothwell." — Patrick E. Gerity, executive director, Office of Corporate Partnerships, Slippery Rock University "I was in the technical training business for over 30 years, 19 as the technical training manager for a Fortune 500 company before retiring. In all these years we've seen many new approaches to training, but in reviewing all the new methods it still comes down to the most successful way of training especially hands-on and that is on-the-job training. This book provides a step-by-step practical methodology to improve performance. If companies would just follow the concepts in this book and adhere to them, training would be a normal part of an operation and the need for justification would no longer exist." — Joseph A. Benkowski, associate dean outreach, University of Wisconsin-

Stout
From the Inside Flap
No matter what type of organization you work for—dash;an elite Fortune 500 company or a start-up business operating on a shoestring—dash;most of your workplace training will take place in real time and on the job. While most organizations appreciate the value of OJT, they often lack the staff, internal expertise, and other resources to conduct planned training or maintain a staff of training professionals. This second edition of the best-selling book, *Improving On-The-Job Training*, provides professional trainers, HR managers, and line managers a hands-on resource for installing a low-cost, low tech approach to planned on-the-job training program that will improve real-time work performance throughout an entire organization. A comprehensive volume, *Improving On-The-Job Training* Offers guidelines for establishing an OJT program. Outlines the key management issues that should be addressed when starting up a program. Describes effective methods of training the trainers and learners. Shows how to identify the need for planned on-the-job-training. Explains how to analyze work, worker, and workplace OJT. Offers vital information for preparing and presenting on-the-job training. Illustrates how to evaluate results of OJT. Describes aids to planned on-the-job training. Includes six valuable lessons about planned OJT programs. Created to be a practical resource, the book contains in-house training on OJT, a glossary that defines key terms, and a list of references for future use. The book also includes a CD-ROM that contains the book's worksheets and a train-the-trainer workshop with reproducible slides, a participant guide, and a leader guide.