Sample On-the-Job Training Plan for Letter of Intent

Information Technology: Programming, development and engineering pathway

Description of MN Dual-Training Pipeline competencies associated with on-the-job training

On-the-Job-Training will be conducted for the Programming, development and engineering pathway over the course of the entire dual-training initiative in a combination of mentorship, job shadowing, assignment based project evaluation and cohort based training to create an effective on-the-job-training experience.

First, all employees/ trainees will be assigned a mentor to be a guide throughout the entire training process. The mentor will help the employee through on-the-job-training projects by teaching the core competencies of building, maintaining software, websites and applications, recognizing functional problems, documentation of development and revisions, upgrading and maintaining systems as required, team/client communication and troubleshooting. The mentor will track the employee/trainee's mastering of these competencies.

Next, since we have a small group of four individuals going through dual training, they will form a cohort and once every other week have an experienced technician perform demonstrations for them addressing the associated competencies and allowing them to ask questions. Demonstrations with the cohort will primarily try to be of the most challenging competencies like varying degrees of troubleshooting.

Additionally, employees/ trainees will learn more competency skills through assignment-based projects in which they will be assigned a specific website to design, application to develop, software to program, etc. They will receive feedback on the work done in this environment. Finally, employees/trainees will attend and participate in a biweekly professional development in-house program which aims to build staff competencies in personal effectiveness, teamwork, innovation and high-level problem solving.

There is a direct correlation between the related instruction and the on-the-job training. Instruction related to the design of web and database environments will be applied in these project areas.

Dual Trainee & Occupation	Mode of On-the-Job Training	Specific Competencies (as detailed in pyramid)	Estimated number of hours for completion
Trainees A, B, C & D Programming development and engineering pathway	- Assignment-based project evaluation	1. Build/maintain software, websites and apps 2. Identify problems 3. Documentation of development revisions 4. Upgrade systems as required 5. Team/client communication	200 hours over the course of the year of dual training
	- Mentoring		50 hours over the course of the year of dual training
	- Job Shadowing		50 hours over the course of the year of dual training
	- Cohort-based	1. Troubleshooting	40 Hours

Illustrate anticipated on-the-job training setup through a table, chart, or graph

NoteThe five most common types of effective OJT are: Job Shadowing, Mentorship, Cohort-Based Training, Assignment-Based Project Evaluation and Discussion-Based Training. A grant application does not have to include all five approaches but should note at least one of them. To read more about these OJT methods, view the following link here.