

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

Advanced Manufacturing: Welder

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

On-the-Job-Training will be conducted for welders over the course of the entire dual-training initiative and be done utilizing a mixed method approach to achieve training success.

First, all employees/ trainees will be assigned a mentor to act as 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 *GMAW/GMAW-P, metal finishing, welding inspection, metallurgy, and GTAW/GTAW-P skills*. These competencies will first be taught by the employee/ trainee doing job shadowing of experienced welders to see how these competencies are performed. Next, employees/ trainees will learn these skills through assignment-based projects; they will receive feedback on the work done in this environment. Finally, employees/trainees will work on actual products that will be ready to be sold.

The assignment-based project evaluation will be led by either the mentor, employee supervisor or a combination of both.

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 Welder	- Assignment-based project evaluation	1. GMAW/GMAW-P practice welding samples in various directions on various gauges of steel	150 hours over the course of the year of dual training
	- Mentoring	2. Metal Finishing 3. Welding Inspection	60 hours over the course of the year of dual training
	- Job Shadowing	Metallurgy 4. GTAW/GTAW-P	60 hours over the course of the year of dual training

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](#).