

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

Advanced Manufacturing: Welder

Description of Minnesota 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 Gas Metal Arc (GMAW)/ Pulsed Gas Metal Arc Welding (GMAW-P), *metal finishing, welding inspection, metallurgy, and Gas Tungsten Arc Welding (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.

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

Dual Trainee and Occupation	Mode of On-the-Job-Training	Specific Competencies (As detailed in pyramid)	Estimated Number of Hours for Completion
Trainees A, B, C & D 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

Dual Trainee and Occupation	Mode of On-the-Job-Training	Specific Competencies (As detailed in pyramid)	Estimated Number of Hours for Completion
	Job shadowing	4. GTAW/GTAW-P	60 hours over the course of the year of dual training

*****IMPORTANT NOTE ABOUT APPLICATIONS*****

The five most common types of effective On-the-Job-Training (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 MUST INCLUDE at least one of them. To read more about these OJT methods, view the following link of [OJT Methods](#).