

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

Agriculture: Equipment Mechanic

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

On-the-Job-Training will be conducted for agriculture equipment mechanics over the course of the entire dual-training initiative in a combination of onsite in the repair shop and in the farm field and be completed in a varied approach that incorporates 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 *repair and maintain electric, diesel and gasoline industrial trucks, overhaul gas or diesel engines using hand tools, replace transmission and other parts using hand tools and fabricate special parts to fit and repair equipment*. These competencies will first be taught by the employee/ trainee doing job shadowing of experienced agriculture equipment mechanics and/or their mentor to see how these competencies are performed.

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 agriculture equipment mechanic do 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 *fabricating special parts to fit and repair equipment*.

Additionally, employees/ trainees will learn all of the competency skills through assignment-based projects where they will do repairs initially on equipment that is not in use so that if they make mistakes it is not detrimental to business; they will receive feedback on the work done in this environment. Finally, employees/trainees will work on actual in-use agriculture equipment that will be used in the field.

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 Agriculture Equipment Mechanic	Assignment-based project evaluation	<ol style="list-style-type: none"> 1. Repair and maintain electric, diesel, and gasoline industrial trucks. 2. Overhaul gas or diesel engines using hand tools. 	225 hours over the course of the year of dual training
	Mentoring	<ol style="list-style-type: none"> 3. Replace transmission and other parts using hand tools. 	50 hours over the course of the year of dual training
	Job shadowing	<ol style="list-style-type: none"> 4. Fabricate special parts to fit and repair equipment. 	50 hours over the course of the year of dual training
	Cohort-based	Fabricate special parts to fit and repair equipment with cohort members	40 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](#).