

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

Information Technology: Programming, development, and engineering pathway

Description of Minnesota 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.

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 Programming development and engineering pathway	Assignment-based project evaluation	<ol style="list-style-type: none"> 1. Build / maintain software, websites, and applications 2. Identify problems 	200 hours over the course of the year of dual training
	Mentoring	<ol style="list-style-type: none"> 3. Documentation of development revisions 4. Upgrade systems as required 	50 hours over the course of the year of dual training
	Job shadowing	<ol style="list-style-type: none"> 5. Team/ client cooperation 	50 hours over the course of the year of dual training
	Cohort-based	Troubleshooting	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](#).**