# TRAINING PLAN – ON THE JOB

Listed below are the steps you will need to follow to prepare for an 'on-the-job' training process, from planning to completion.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

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| **Step 1** | Consider 'adult learning principles'. |
| **Step 2** | Decide on how you are going to provide 'on-the-job' training. If it is a lengthy procedure, break it down into manageable tasks. |
| **Step 3** | Record the task analysis:  note all the essential steps  write down the detailed steps  order the sequence  identify the critical points  check your analysis to ensure all the steps are covered. |
| **Step 4** | Identify possible problems on a problem-solving sheet and note ways they can be overcome. |
| **Step 5** | Determine the objectives and performance standards for the task (i.e. what has to be done, and how it has to be done). |
| **Step 6** | Note, in point form, how you plan to present the training session. |
| **Step 7** | Calculate how long the training session will take. |
| **Step 8** | Consider the existing experience and knowledge of the trainee. |
| **Step 9** | Decide how you will deliver the training. Check what materials and training aids you need. |
| **Step 10** | Consult the trainee regarding a suitable time to do the training. |
| **Step 11** | Explain to the trainee how you are going to deliver the training, and discuss objectives and standards. |
| **Step 12** | Introduce the trainee to the task (give background information and tools). |
| **Step 13** | Undertake the training. |
| **Step 14** | Discuss progress with the trainee and give feedback. |
| **Step 15** | Assess training effectiveness. |