



OJT Implementation – Blueprint Development

Date : Thu 26 Feb 09 OR Tue 3 Mar 09

Venue : THE LEGENDS
Fort Canning Park
11 Canning Walk Singapore 178881

Time : 9.00am to 5.00pm

Workshop Description

This 1-day workshop provides participants with an opportunity to learn about a systematic approach to OJT blueprint and instructional development.

Workshop Objectives

At the end of the workshop, participants will be able to:

- Identify key elements to the blueprint development process;
- Learn the 5-Phase blueprint development approach; and
- Identify key components of a training plan/schedule/record.

Who Should Attend

Supervisors, Managers, Trainers, Training Administrators or anyone in your organisation who has the responsibility to develop OJT blueprints.

Workshop Outline

- Overview of structured OJT;
- Five-Phase OJT blueprint development process; and
- Hands-on practice on blueprint development.

Facilitator

The COJTC Team consists of a group of Industry Officers from the Industry Based Training Division of Institute of Technical Education (ITE) who are specialists in OJT development and are well-versed in designing and delivering in-house coaching sessions and blueprint development for partners across all industries. With over 10 years of experience in conducting training and curriculum development, the team has helped trained industry personnel to develop and successfully implement structured OJT programme within their organisations with resounding results.

The team has attended various training courses such as Train-The-Trainer Boot Camp conducted by Bob Pike Group, USA, Develop A Curriculum workshop (DACUM) by Ohio State University, USA as well as Training and Development programmes conducted by ITE, Singapore Institute of Management (SIM), SPRING Singapore and other leading overseas institutions. Invaluable lessons learnt from these institutions were used to help develop this programme which will enhance the skills of participants.

Fees Details

For IBT-Partners:

(Certified On-The-Job Training Scheme, Traineeship Scheme or Approved Training Centre Scheme):

- **S\$188.00 nett per participant if you register 2 or more participants together OR**
- **S\$228.00 nett per participant**

For Non-Partners:

- **S\$238.00 nett per participant if you register 2 or more participants together OR**
- **S\$288.00 nett per participant**

(All fees are inclusive of lunch, 2 coffee breaks, training materials and Certificate of Achievement)

Registration Details

- Vacancies are limited. Registration is accepted and confirmed only upon receipt of the enclosed registration form and payment.
- The registration form should reach us by **6 Feb 09**. An acknowledgement will be sent upon receipt of registration form.
- Please do not send cash by post. Crossed cheques should be made payable to **ITE**. A receipt will be issued after the payment is processed.

Please send the completed registration form(s) and payment to:

**Industry Training Programme Department
Institute of Technical Education
10 Dover Drive Singapore 138683
Attn: Ms Chrystella Lee
Fax No: 65902418**

There will be no refund of fees in the event of a withdrawal after the registration has been confirmed. However, a replacement is allowed.

Venue parking charges are at \$5.35 per day. Participants are encouraged to use the MRT, as the nearest station (Dhoby Ghaut) is just a stone's throw away from the venue.

Registration Form

**Closing Date:
6 Feb 09**

Programme Title: OJT Implementation – Blueprint Development

Please tick the date(s) of the workshop you wish to attend and fill in the particulars of the participant(s). Please also indicate with a tick (✓) if Muslim food is preferred.

Thu 26 Feb 09

NRIC/FIN	Name	Sex	Citizenship	Date of Birth	Race	Highest Qualification	Muslim Food?
							<input type="checkbox"/>
							<input type="checkbox"/>

Tue 3 Mar 09

NRIC/FIN	Name	Sex	Citizenship	Date of Birth	Race	Highest Qualification	Muslim Food?
							<input type="checkbox"/>
							<input type="checkbox"/>

Note: Please make copies of this form if the space provided is insufficient.

Name of Company		RCB Ref No	
Address			
Contact Person		Designation	
Tel No		Fax No	
Email			
IBT Partner*	Yes/ No	Total Fee (See Table 1)	\$ _____
Mode of Payment	Cheque/ GIRO	Cheque/ GIRO Ref No. & Date	

*A company is considered an Industry-Based Training (IBT) partner if it participates in any of the following schemes: **Certified On-The-Job Training Scheme, Traineeship Scheme or Approved Training Centre Scheme.**

Table 1

	Nett Amount Per Participant (Based on each Registration)	
	For 2 or more Participants	For 1 Participant
IBT Partner*	\$188	\$228
Non-IBT Partner	\$238	\$288

Please send your completed registration form(s) and payment by the closing date to confirm your registration. All crossed cheques must be made payable to **ITE**, with the programme title indicated on the back of the cheques. There will be no refund of fees in the event of a withdrawal after the registration has been confirmed. However, a replacement is allowed.

For enquiries, please call 65902395 (Ms Chrystella Lee) or 65902442 (Mr Derrick Tan) or 65902432 (Mr Marcus Lee) or visit our website at <http://www.ite.edu.sg/ibt>