



## Workshop Objectives

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

- Develop a Structured OJT System Framework;
- Understand the Duties and Responsibilities of the OJT Administrator; and
- Implement and Evaluate In-House OJT Programme.

## Registration & Payment

- Register online <http://bit.ly/2kZtMcJ> or
- Send application form to [idt@ite.edu.sg](mailto:idt@ite.edu.sg) or
- Post the application form to us

Payment is required for confirmation of place. Crossed cheques should be made payable to **ITE** or **Institute of Technical Education**. At the back of the cheque, please write your name, NRIC/FIN, workshop title and contact number.

Closing date: 3 weeks before workshop start date or when the class is full.

## Withdrawal & Postponement

Withdrawal or postponement notice must be made in **writing**:

- 2 weeks or more before course start date – Full refund
- Less than 2 weeks before course start date - 50% refund
- On or after course start date - No refund

In the event that the course is cancelled due to unforeseen circumstances, full refund will be given.

## Manage & Evaluate OJT Programme

### Workshop Description

Structured On-the-Job Training (S-OJT) is a proven training methodology which can be adopted by organisation across all sizes, functional areas and staff capability. An effective management of the OJT programme will reduce turnover time for training, and lead to increased productivity.

This workshop will equip the Training Administrator with the knowledge and skills to administer, manage and report the implementation of a structured in-house OJT programme.

### Who Should Attend

Managers, Supervisors, Training Administrators or anyone in your organisation who has the responsibility to oversee the OJT implementation.

### Admission Guidelines

Participants should be able to read and communicate in basic English to benefit from the workshop.

### Content

- Developing a Structured OJT System Framework;
- Implementing a Structured OJT Programme;
- Duties and Responsibilities of OJT Administrator; and
- Evaluate In-House OJT Performance

### Certification

Participants will be awarded with the Certificate of Achievement if they satisfy 75% of the attendance.

### Course Details

Duration: 7 hours (1 day)  
9 am – 5.30 pm

Mode of

Training: Classroom

Schedule: Workshop is conducted on a weekday. See our website for details.

Total fee: \$192.60 (inclusive of GST)

**This is a SkillsFuture Credit Approved Course. (Course ID: TGS-2016502827)**

**(Two tea-breaks and lunch will be provided for workshop conducted at ITE HQ).**