



## STRUCTURED ON-THE-JOB TRAINING (S-OJT) WORKSHOP

### Workshop Objectives

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

- Identify key elements of the OJT blueprint development process;
- Apply the 5-Phase OJT blueprint development process to develop quality OJT blueprints; and
- Identify key components of training plan, schedule and record.

**Funding – validity period till 30 Sep 2024**  
(SkillsFuture Course ID: SOBD202)

Company-sponsored Singapore Citizens (SCs) and Permanent Residents (PRs) are eligible for a funding support of \$2 per training hour.

### Registration & Payment

- Register online <https://for.edu.sg/s-ojt>
- For corporate runs, please send your request to [sts1@ite.edu.sg](mailto:sts1@ite.edu.sg)

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: 2 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 workshop is cancelled due to unforeseen circumstances, full refund will be given.

# OJT Blueprint Development

### Workshop Description

This 1-day hands-on workshop provides participants with essential knowledge and skills to design and develop OJT blueprint from existing work processes or procedures.

Participants will learn about the 5-Phase OJT blueprint development process, which is a systematic approach to OJT blueprint and instructional development for structured OJT.

Participants will also learn about effective training administrative management and most importantly, get hands-on practice to develop OJT blueprint.

### Who Should Attend

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

### Admission Guidelines

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

### Content

- Overview of Structured OJT (S-OJT);
- Five-Phase OJT blueprint development process;
- Key components of training plan/schedule/record; and
- Hands-on practice on OJT blueprint development.

### 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 (valid till 30 Sep 2024).

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### INSTITUTE OF TECHNICAL EDUCATION

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