



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

### Workshop Objectives

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

- Understand how adults learn and work effectively with all learning and behavioural styles;
- Apply 5-Step coaching process to coach learners to achieve better performance; and
- Appraise and document learners' performance.

**Funding – validity period till 30 Sep 2024**  
(SkillsFuture Course ID STDC201)

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.

# Towards Dynamic Coaching

### Workshop Description

This 1-day hands-on workshop provides participants with in-depth knowledge and skills in working with various learning and behavioural styles. Participants will learn the best practices in coaching through the **5-Step Coaching Process** to deliver structured OJT.

Participants will also learn how to motivate, encourage and build confidence in learners during the coaching process to maximise learners' learning capability. Most importantly, participants will learn to give reviews and constructive feedback on learners' performance.

### Who Should Attend

Supervisors, Training Administrators, Trainers or anyone in your organisation who has the responsibility to conduct training or aspires to become a successful coach.

### 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);
- Coaching and Motivating Adult Learners;
- Training of Knowledge and Skills;
- Roles and Responsibilities of a Coach; and
- The 5-Step Coaching Process.

### 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).

## INSTITUTE OF TECHNICAL EDUCATION

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