



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

(SkillsConnect Course ID: CRS-N-0028922)

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

Registration & Payment

- Register online
<http://www.ite.edu.sg/webfiles/ttt/online.htm>
(click on Application/Apply Online Now)
- Send application form to 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: 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
- 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 SOBD202)

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