Reduce the Overhead cost in On-the-Job Training

INTRODUCTION

The need of new personnel to perform certain tasks and availability of training to be provided to those individuals is affecting the production and effective execution of these persons when they first start their careers at any organization. The On-the-Job training plays a vital role in companies and agencies after the hiring process is completed; and the new personnel are intended to perform certain tasks, but their skills do not match what is required to perform their jobs. Creating a new training program will enhance their roles and become more effective, saving time, money and re-work across the organization.

The intention of this project is to provide clear guidance to the managers in how provide Hands-on or On-the-Job training to the recently hires. This guidance includes, but not limited to: select the right instructor with the defined qualities; get to know these new employees to establish a training plan to teach them, according to the department needs; establish a period of 4 weeks to instruct the new personnel with the new skills; and establish a evaluation period after this employee is release from training. If the employee requires more training time, this will be determine based on the employee's need to ensure they achieved the level of knowledge required to work on their own.

METHODOLOGY

To collect the data, a survey was conducted and answered via Social Medias to reach out young adults and adults with prior On-the-Job training experience. With this initiative, is expected to save money, improve up to 30% in productivity and time management. The training will be focused on need-to-know basis to address the questions and answers to the type of work and tasks specifically. The survey was 21 questions, where individuals will provide the time spent in the company and how would they like to have training at such place. After the data was collected, based on the reference books and surveys collected, the key factors for training will be identified enhance the new employee's skills while establishing a clear and effective communication between the employee and the trainer/mentor. The results from the survey were collected in data tables and graphs as shown in Figure 1 and 2.

After the data was analyzed, a volunteer was selected to perform On-the-Job training, and actively perform the training for 4 weeks. After this period, the employee was evaluated to determine the skill level and if more training is required to clarify any doubts related to their regular tasks. If during this evaluation is determined that the employee is capable to work on their own, then the trainer will stay behind as a mentor to assist the employee at any time as needed.

RESULTS

All work environments are different. Not all the places will provide an enhanced training with all the tools you need to wrap up and get the individual ready to perform in a short period of time. But, key events can be identified and put out in form of a training to help the new employee to understand the position duties, main tasks, and how to process any document through the proper channels. All mainly used apps can also be explained to provide basic knowledge to start working, and avoid guessing and misunderstanding at the time of executing.

A survey was created to identify specifically how persons would like to be trained and the tools they would like to use to learn certain tasks.

The plan created content the following topics to train an engineer for a planning department:
- Introduction to the Engineering and Planning Department.
- Describe the basic responsibilities and tasks of an Engineer.
- Meet the different departments and their responsibilities.
- Discuss the main acronyms, forms and applications.
- Discuss systems involved in responsibilities.
- Discuss the existing policies for work transactions.
- Discuss the importance of review your work before submission.
- Discuss where to find reference material.
- Discuss main procedure for work submission.
- Discuss steps for work submission in worst-case scenarios.
- Discuss all questions related to material covered.

The plan designed was introduced the new employee, gaining the basic knowledge of all their tasks, and wrap up on their responsibilities in 4 weeks. Only 1 individual volunteered to have this training since he/she had recently started in the job. So, all the topics were discussed and coached using skill-oriented modules through all steps to train this individual.

The individual had the opportunity to see all the ups and downs of the position, and see their regular tasks and their processes. After the 4-weeks training, this employee was released to perform she/he tasks with supervision. The results were satisfactory since she/he proof to have the basic knowledge to work individually. A little bit of confusion came on where didn't knew where to find certain reference material and information, but the question was answer with no further action required right after. The elements and objectives of the training were all covered, and she/he had an outstanding performance.

Figure 2
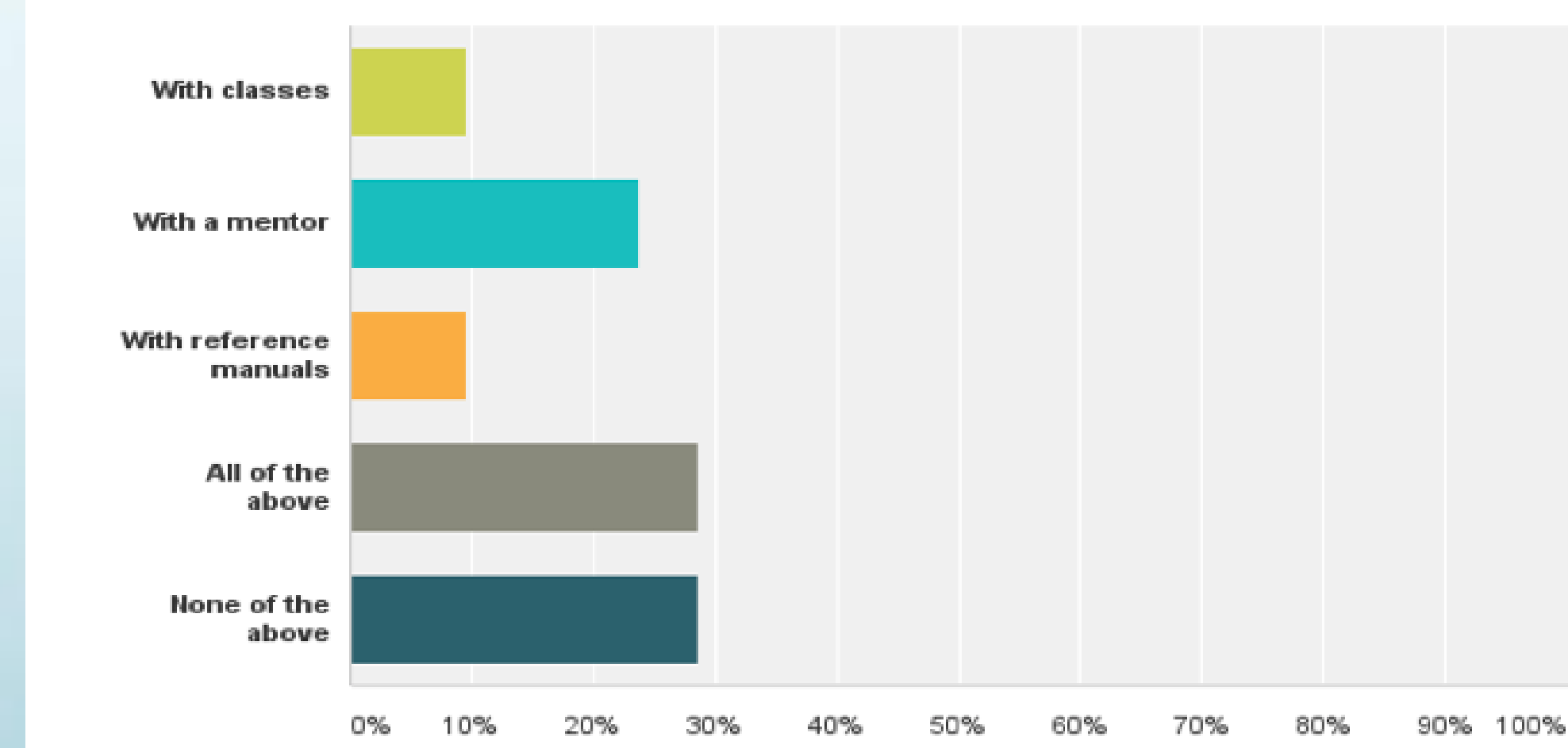**Example of question from Survey and Data Table**

Figure 1
Example of question from Survey and graph

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Ellebiram L. García Pérez
Graduate Student Program
Prof. Héctor J. Cruzado Vélez
Dept. of Civil & Environmental Engineering & Land Surveying
Polytechnic University of Puerto Rico