

NIMS On-The-Job Training (OJT) Workshops

Developing and Certifying
On-the-Job Trainers

Consistency and productivity solutions.

- ◆ Acquire knowledge to be fully competent trainers
- ◆ Demonstrate essential training skills & abilities
- ◆ Prove training subject matter expertise



OJT Trainer Workshops

Who

Employees who provide on-the-job training

Why

Establish consistency to streamline in-house training methods which ultimately saves time, money, and increases overall productivity.

FAQs

History with NIMS?

No prior connection necessary.

Company size?

Workshops suit all companies sizes.

OJT Formality?

Formal in-house training programs are not a requirement.

Skills Development & Certification of On-the-Job Trainers

Training Methodology

- ◆ The Show-Tell-Do-Check Training Cycle
 - ◆ Preparation
 - ◆ Execution
 - ◆ Follow-Up
- ◆ Application & Implementation Aids

Coaching

- ◆ Coaching Roles
- ◆ Coaching Rules
- ◆ Coaching and Feedback
- ◆ Application & Implementation Aids

Communication

- ◆ The Communication Process
- ◆ Barriers to Communication
- ◆ Communication Skills
- ◆ Questioning Techniques
- ◆ Application & Implementation Aids

Adult Learning Styles

- ◆ Adult Learning Principles
- ◆ Adult Learning Guidelines
- ◆ Learning Styles
- ◆ Application & Implementation Aids

Peer to Peer Participant Training Demonstrations

Each participant will conduct three training demonstrations incorporating the above competencies. Each participant will also gain perspective by acting as both evaluator and trainee.

Preparation and Registration for the Theory Exam

The theory examination was designed by the industry to test participants' knowledge and skill sets which have been gained through the workshop. Participants will complete sample test questions and will be oriented to the NIMS online testing system.

OJT Trainer Workshops



Companies with NIMS Certified Training Personnel

- ◆ Eaton Hydraulics (PA)
- ◆ DMG / Mori Seiki (IL)
- ◆ Methods Machine Tools (MA)
- ◆ Nex-Tech Aerospace (KS)
- ◆ Ohio Stamping & Machining (OH)
- ◆ Oberg Industries (PA)
- ◆ OKAY Industries (CT)
- ◆ Pratt & Whitney (ME)
- ◆ Rexam (IL)
- ◆ Southern Manufacturing Technologies (FL)
- ◆ Unitech Inc (MO)
- ◆ United States Mint (PA & CO)

Benefits to Companies

- ◆ Credentialed, certified and competent OJT Trainers
- ◆ Consistently trained employees
- ◆ More effective and efficient OJT training process
- ◆ Enhanced employee performance
- ◆ Increased organizational productivity

Recruits & Incumbent Employees Will Know

- ◆ Training is not left to chance.
- ◆ Training will be delivered by a nationally certified trainer.

Customers Will Know

- ◆ Employees' skills are developed by nationally certified trainers.
- ◆ Employees will be trained on your products by nationally certified trainers.

Quality Auditors Will Know

- ◆ Employees obtain structured on-the-job training.
- ◆ Employees are trained and nationally certified.

Trainers Will Know

- ◆ Skills will be certified by a nationally accredited organization.
- ◆ Your company has made a substantial investment in them.

NIMS On-the-Job Training Workshops

Companies & Trainers See Results

“Over the last 30 years, we at Methods have sent a hundred trainers out to our customers.

We pride ourselves on the fact that these trainers are experts on our equipment; however, we now recognize that our customers are better served when our trainers also have the skills to effectively teach.

We are committed to standardizing what—and how— we teach.

Attending this workshop gave me the insight as to how Methods can improve our internal training.

We now have the tools and the methodology to train our staff of trainers to more effectively serve our customers.”

-Rich Casey
Methods Machine Tool
Sudham, MA

Logistics

The OJT Workshop includes:

- ◆ OJT Trainer Workbook
- ◆ Theory instruction
- ◆ NIMS registration and testing fees
- ◆ Practical applications
- ◆ Instructor-led, hands-on demonstrations by participants
- ◆ Preparation for national certification



Improve productivity & consistency now

Contact Dave Morgan

NIMS Director of Business Development

dmorgan@nims-skills.org | (703) 352-4971 Phone