

## Performance Demonstration Report (PDR)

### OJT Senior Trainer Skills Certification

### Candidate Information

Candidate:

Name: (Please Print) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Candidate's Employer:

Company Name: (Please Print) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Information: Voice # \_\_\_\_\_ Fax # \_\_\_\_\_

Sponsor:

Name: (Please Print) \_\_\_\_\_ Title \_\_\_\_\_

E-mail Address, if available: \_\_\_\_\_



# PERFORMANCE DEMONSTRATION REPORT (PDR)

## OJT SENIOR TRAINER

This **Performance Demonstration Report (PDR)** is the official report for documenting successful performance in meeting NIMS requirements for the credential identified above. The PDR should be used with the information regarding policies and procedures as provided by NIMS.

### **Who is involved in completing this PDR?**

NIMS requires that each candidate for a credential have a **sponsor** from the metalworking company in which he/she is employed. The sponsor is an individual authorized to represent the company, especially in personnel matters, and serves as the liaison between the company and NIMS. The sponsor has responsibilities for record keeping and reporting to NIMS, coordinates the credentialing process within the company, and is required to sign-off on certain documents in the PDR.

The candidate's **supervisor** needs to be informed as to the credentialing process, know the specific requirements of the PDR, and must sign-off on the Work History and Experiences component of the PDR.

The performance **evaluator** can be the candidate's supervisor or an in-plant expert in machining operations who is considered to be competent in OJT, fair and reliable, and have effective communication skills. The evaluator uses direct observation of the on-the-job performance of the candidate to complete the skill checks of the PDR and to attest that the candidate [1] was able to satisfy the standards included in the skill checks, and [2] followed all applicable company training program policy and procedural guidelines.

As appropriate the evaluator can be the candidate's supervisor or the company's credentialing sponsor. However, the same individual **cannot** serve in all three capacities [evaluator, sponsor, and supervisor].

### **What is the role of the PDR?**

The PDR provides the company and candidate with a record (or logbook) of observed on-the-job performance. A completed PDR is also the vehicle that will allow eligible candidates to take the NIMS written examinations for the above credential. All parties involved in executing this PDR, whether supervisors, sponsor, evaluator, or candidates, should take care of this record and be sure that it is accurate, kept up to date, filled out correctly, and properly stored. All information recorded in the *PDR* should be considered **CONFIDENTIAL**.

Candidates may attempt to earn several credentials as applicable to the company and facility in which they work, or as appropriate to the job, or in pursuit of career goals.

### How is the PDR structured?

There are four parts to this PDR:

1. Report on Work History and Experience
2. Report on Training History and Experience
3. Skill Checks
4. Affidavit of Successful Completion.

The PDR opens with forms to report the candidate's Work History and Experience and Training History and Experience; all elements of these reports must be acknowledged and documented.

The actual work performance required for the credential is assessed by an evaluator who observes the skills of the candidate in real work settings. Skill Checks required for credentialing are clearly marked with the title - **PDR SKILL CHECK**. Each Skill Check must be successfully completed. There must be *three* skill checks involving conducting three different on-the-job training sessions to assure repeatability of demonstrated skill.

The PDR sets forth methodologies and standards for each competency area. The company may add to these methodologies and standards to conform to its OJT training program, policies and procedures. Any changes should be noted in the space provided for the competency and signed off on by the evaluator and supervisor as part of the documentation of the specific proficiencies or competencies developed through the OJT training. Because the PDR is a process that occurs over time, these Skill Checks provide documentation of the attained skills of the candidate.

### Once the PDR has been completed, then what?

The final component of the PDR is the Affidavit of Successful Completion. Each **successful** Skill Check attempt must be entered into this affidavit and signed/initialed by the evaluator. When all skill checks have been fulfilled and the Work History and Experiences report is completed, then the affidavit must be signed by all required parties –Sponsor, Supervisor, Evaluator, and the Candidate.

The **entire** PDR is then sent to NIMS where it is reviewed to assure completeness. NIMS will retain the Affidavit of Successful Completion as its required documentation that performance requirements for the credential have been met. The PDR, less the affidavit, is then returned to the Credentialing Sponsor who then schedules a time with NIMS for the written exam for the credential.

For additional information about administering *PDR* Skill Checks contact NIMS.

# Part 1

## Work History and Experiences Report

### OJT SENIOR TRAINER

Duty Cluster and Critical Work Activities	Date Completed	Supervisor Initials	Candidate Initials
Candidate has met the attendance policy of the facility for the last 12 consecutive months.			
Candidate has no company documented safety violations within the last 12 consecutive months.			
Candidate has demonstrated the ability to maintain a safe, clean and orderly work area in compliance with facility housekeeping policies and has no reported violations for a period of three (3) consecutive months.			
Candidate has demonstrated <b>subject matter expertise</b> (knowledge and skills) in the area of OJT responsibility and has been an <b>OJT trainer</b> .			
Candidate has demonstrated competency in leading <b>OJT program development and implementation</b> .			
Candidate has demonstrated competency in <b>job aid development</b> .			
Candidate has demonstrated competency in <b>development of OJT trainers</b> .			
Candidate has demonstrated competency in <b>mentoring</b> of OJT trainers and trainees.			
Candidate has demonstrated competency in treating trainees as <b>adult learners</b> and has fostered an environment of continuous learning and process improvement.			
Candidate has demonstrated <b>coaching skills</b> consistent with the position and level of responsibility.			
Candidate has demonstrated <b>communication skills</b> consistent with the position and level of responsibility.			
Candidate has demonstrated competency in <b>multiple task management</b> in implementing a structured program of OJT.			



# Part 2 Training History and Experiences Report

## OJT SENIOR TRAINER

Training Record	Date Completed	Supervisor Initials	Candidate Initials
Candidate has proof of completion in a training program that encompasses <b>on-the-job training skills</b> , including the <b>development and scheduling of OJT programs</b> or comparable work/life experience			
Candidate has proof of completion in a training program that included <b>mentoring</b> as a topic or comparable work/life experience.			
Candidate has proof of completion in a training program that included adult <b>learners</b> and learning styles as a topic or comparable work/life experience.			
Candidate has proof of completion in a training program that included <b>communication skills</b> as a topic or comparable work/life experience.			
Candidate has proof of completion in a training program that included <b>leadership</b> as a topic or comparable work/life experience.			

**Please Note: All of the requirements listed in Parts 1 and 2 must be met.**





# Part 3

## Preparing to Administer the Skill Check

### OJT SENIOR TRAINER

#### Performance Conditions

**Setting:** **OJT Observations.** The candidate will develop and implement a **Structured OJT Program Plan** for his/her area of responsibility. The candidate will implement that program with OJT trainers and provide for the development of new, incumbent and advancing employees within the area of responsibility. The program will include training for OJT trainers and the development and implementation of mentoring plans. The candidate will demonstrate competencies in communication skills, coaching, working with adult learners, and multiple task management in the process of program implementation. The candidate will implement the framework and demonstrate these competencies to the prescribed NIMS minimum standards - or better. The candidate will monitor the implementation of the program and those participating in it and evaluate the results achieved and performance against the program's requirements.

#### Training Material

##### Structured OJT Program Plan

As specified in the Candidate's **Structured OJT Program Plan**

#### Equipment And Measuring Instruments

##### Safety Equipment:

As specified in Structured OJT Program Plan

##### Tools, Equipment, and Materials:

As specified in Structured OJT Program Plan

##### Measuring Instruments

As specified in Structured OJT Program Plan

#### Attainment Standards

1. 100% of Structured OJT program developed and implemented as specified, according to the established schedule
2. 100% of training of OJT trainers developed and implemented according to the established schedule
3. 100% compliance with standards for communications skills, coaching, adult learning, mentoring and multiple task management
4. 100% conformance with all plant training policies and procedures
5. 100% conformance with all plant safety procedures.
6. 100% conformance with all company production procedures.

## Candidate Directions

The **Structured OJT Program Plan** and the tools, equipment, materials and supplies required will be used to implement the OJT program in area of responsibility. All plant safety procedures and company training policies and procedures **must** be followed. The final result of the OJT Program will be a fully implemented process which includes task analyses, training of trainers, delivery of OJT training sessions, development and implementation of mentoring plans

## Evaluator Instructions

For successful completion of this skill check, the candidate must demonstrate the ability to complete the Structured OJT Program under controlled assessment conditions. All work must be completed to the established standards, or better.

Before administering the skill check:

- Read and review this **PDR, NIMS OJT Senior Trainer Self - Directed Workbook** and the **Company's Senior Trainer Component Implementation Plan for the Candidate**.
- Ensure that you have a copy of this Skill Check for the candidate to use while working. Ensure that the candidate has access to all required resources for development and implementation of the Framework.

Do **not** provide assistance to the candidate during the Skill Check. Monitor the candidate's performance throughout the development and implementation of the Program and evaluate against established criteria [NIMS or company standards].

Before starting, the Evaluator may discuss appropriate OJT trainer issues or information and company training requirements with the candidate.

When the candidate indicates that he/she has completed the Skill Check, or when the maximum time allowed for the development and implementation of the Framework by the company has expired, then assess the final results to that time and follow the closing procedures outlined in the Guide to Administering Performance Demonstration Reports.

## Checklist

**Scoring Procedures:** First review all the Process/Performance Standards. Then, observe the candidate's performance for each element in the Skill Check and mark the Checklist if the standards were attained [Yes or No]. Note that the results must conform to NIMS or company-established minimum standards.

## Part 3, continued

# ***OJT SENIOR TRAINER***

Candidate Name: \_\_\_\_\_

Nature of Structured OJT Program; \_\_\_\_\_

Number of OJT Trainees: \_\_\_\_\_

### Important Performance Evaluator Note

This skill check has three basic components:

- Evaluation of the candidate's skills in :
  - Structured OJT Program Plan Development and Implementation
  - Job Aids Development
  - Training of OJT Trainers
  - Multiple Task Management

Competency Areas 1, 2, 3, and 9 in the table that follows. These skills can be assessed through a combination of material review and observation.

- Evaluation of the candidate's skills in delivering OJT to OJT trainees in three different sessions :
  - Training Delivery
  - Communication
  - Coaching
  - Adult Learner
- Evaluation of the candidate's skills in the mentoring of three employees

Competency Areas 4, 5, 6, 7, 8 in the table that follows. These skills must be assessed through direct observation during the training and mentoring sessions.

EVALUATION THROUGH MATERIAL REVIEW AND OBSERVATION

Competency Area	Process-Performance Standards	YES	NO
1a. Structured OJT Program Development: Stage One - Planning Skills (Workbook Module 1)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identified job (s) for OJT in area of responsibility</li> <li><input type="checkbox"/> Conducted task analysis for the job(s)</li> <li><input type="checkbox"/> Set task standards</li> <li><input type="checkbox"/> Identified required skills and knowledge</li> <li><input type="checkbox"/> Developed training plan for the area</li> <li><input type="checkbox"/> Developed required training materials</li> <li><input type="checkbox"/> Assessed and identified trainee needs</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1b. Structured OJT Program Development: Stage Two – Implementation Skills (Workbook Module 1)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Scheduled training as in training plan</li> <li><input type="checkbox"/> Prepared to train – including recruitment and training of company OJT trainers</li> <li><input type="checkbox"/> Ensured training delivery as scheduled</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1c. Structured OJT Program Development: Stage Three - Evaluation Skills (Workbook Module 1)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitored training delivery and assessed quality and performance as defined in the training plan.</li> <li><input type="checkbox"/> Evaluated and reviewed the results of the OJT process</li> <li><input type="checkbox"/> Prepared report for management summarizing and highlighting the OJT results</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Job Aid Development Skills (Workbook Module 2)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepared job aids for use in OJT program training plan</li> <li><input type="checkbox"/> Prepared checklists for use in assessing trainee performance</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3. Training of OJT Trainers Skills (Workbook Module 3)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Developed and delivered a train the trainer program for company OJT trainers</li> <li><input type="checkbox"/> Analyzed current situation and needs of trainers</li> <li><input type="checkbox"/> Designed training - included setting of objectives and development of lesson plan/training outline</li> <li><input type="checkbox"/> Developed all required training materials</li> <li><input type="checkbox"/> Implemented the training – delivered training as planned</li> <li><input type="checkbox"/> Evaluated the training – obtained trainee reaction and assessed their reaction using surveys and structured checklist</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## EVALUATION THROUGH DIRECT OBSERVATION REQUIRED

Competency Area	Process-Performance Standards	YES	NO	
4. Training Methodology: OJT Training Delivery Skills (Workbook Module 4)	<input type="checkbox"/> Conducted at least three OJT sessions for OJT trainees	<input type="checkbox"/>	<input type="checkbox"/>	
	<u>Skill Check #1</u>			
	<input type="checkbox"/> Prepared to conduct training (e.g., dry run, walk through)	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Assembled all necessary equipment and equipment for training	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Determined trainee's prior experience	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Showed the trainee how to do the job – demonstrated proper procedures and behaviors	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Told the trainee how to do the job – explained the more complex or difficult aspects of job and emphasized correct methods including safety	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> (Do) Had the trainee perform the job (either simple parts first or whole job -depending on job difficulty) – asked questions to confirm knowledge and understanding during skill application tasks and had trainee repeat task, as required	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Checked the trainee's performance of tasks – evaluated the performance of the trainee and inspected the results	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Acknowledged what was done correctly and gave feedback on what needed to be improved	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Completed trainee checklist/company training report and had trainee sign	<input type="checkbox"/>	<input type="checkbox"/>	
	<u>Skill Check #2</u>			
	<input type="checkbox"/> Prepared to conduct training (e.g., dry run, walk through)	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Assembled all necessary equipment and equipment for training	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Determined trainee's prior experience	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Showed the trainee how to do the job – demonstrated proper procedures and behaviors	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Told the trainee how to do the job – explained the more complex or difficult aspects of job and emphasized correct methods including safety	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> (Do) Had the trainee perform the job (either simple parts first or whole job -depending on job difficulty) – asked questions to confirm knowledge and understanding during skill application tasks and had trainee repeat task, as required	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Checked the trainee's performance of tasks – evaluated the performance of the trainee and inspected the results	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Acknowledged what was done correctly and gave feedback on what needed to be improved	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Completed trainee checklist/company training report and had trainee sign	<input type="checkbox"/>	<input type="checkbox"/>	

		<u>YES</u>	<u>NO</u>
	<u>Skill Check# 3</u>		
	<input type="checkbox"/> Prepared to conduct training (e.g., dry run, walk through)	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Assembled all necessary equipment and equipment for training	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Determined trainee's prior experience	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Showed the trainee how to do the job – demonstrated proper procedures and behaviors	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Told the trainee how to do the job – explained the more complex or difficult aspects of job and emphasized correct methods including safety	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> (Do) Had the trainee perform the job (either simple parts first or whole job -depending on job difficulty) – asked questions to confirm knowledge and understanding during skill application tasks and had trainee repeat task, as required	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Checked the trainee's performance of tasks – evaluated the performance of the trainee and inspected the results	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Acknowledged what was done correctly and gave feedback on what needed to be improved	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Completed trainee checklist/company training report and had trainee sign	<input type="checkbox"/>	<input type="checkbox"/>

		<u>YES</u>	<u>NO</u>
<p>5. Communication Skills (Workbook Module 5)</p>	<p>In completing the three Skill Checks, the candidate must demonstrate competence in using all of the following communication skills</p> <p style="text-align: center;"><u>Skill Check#1</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Precise Message Transmission: organized and presented material well. Explained all new and unfamiliar terms. Was accurate, brief and clear in communications.</li> <li><input type="checkbox"/> Active Listening: Focused on body language and tone of trainee to ensure what was said was understood</li> <li><input type="checkbox"/> Describing Behavior: stated clearly what was done correctly or incorrectly</li> <li><input type="checkbox"/> Checking for Understanding: asked probing questions to ensure that instruction was understood</li> <li><input type="checkbox"/> Paraphrasing: stated/repeated in own words what was said</li> <li><input type="checkbox"/> Providing Feedback: evaluated performance and gave assessment , assistance and information in a constructive and positive way to facilitate learning and development</li> </ul> <p style="text-align: center;"><u>Skill Check #2</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Precise Message Transmission: organized and presented material well. Explained all new and unfamiliar terms. Was accurate, brief and clear in communications.</li> <li><input type="checkbox"/> Active Listening: Focused on body language and tone of trainee to ensure what was said was understood</li> <li><input type="checkbox"/> Describing Behavior: stated clearly what was done correctly or incorrectly</li> <li><input type="checkbox"/> Checking for Understanding: asked probing questions to ensure that instruction was understood</li> <li><input type="checkbox"/> Paraphrasing: stated/repeated in own words what was said</li> <li><input type="checkbox"/> Providing Feedback: evaluated performance and gave assessment , assistance and information in a constructive and positive way to facilitate learning and development</li> </ul> <p style="text-align: center;"><u>Skill Check #3</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Precise Message Transmission: organized and presented material well. Explained all new and unfamiliar terms. Was accurate, brief and clear in communications.</li> <li><input type="checkbox"/> Active Listening: Focused on body language and tone of trainee to ensure what was said was understood</li> <li><input type="checkbox"/> Describing Behavior: stated clearly what was done correctly or incorrectly</li> <li><input type="checkbox"/> Checking for Understanding: asked probing questions to ensure that instruction was understood</li> <li><input type="checkbox"/> Paraphrasing: stated/repeated in own words what was said</li> <li><input type="checkbox"/> Providing Feedback: evaluated performance and gave assessment , assistance and information in a constructive and positive way to facilitate learning and development</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>





		YES	NO
	<p>As part of the candidate's coaching, the candidate must give feedback that meets the following criteria</p>		
	<input type="checkbox"/> Was descriptive rather than judgmental	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Was specific rather than general	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Was timely	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Focused on the job process and behavior that the trainee could change		<input type="checkbox"/>
	<input type="checkbox"/> Was balanced - identified both the positive and negative aspects of performance	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Considered the needs of the trainee – was delivered in a constructive manner	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Prioritized the areas in which the trainee needs to improve	<input type="checkbox"/>	<input type="checkbox"/>
	<p style="text-align: center;"><u>Skill Check #3</u></p>		
	<input type="checkbox"/> Instructor: transferred the requisite job knowledge, skills and processes to the OJT trainee	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Evaluator: set goals, created development plans and evaluated the progress of the OJT trainee	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Motivator: established a positive learning environment for and built the confidence of the OJT trainee	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Counselor: helped the trainee deal with work-related performance problems which might impede success on the job	<input type="checkbox"/>	<input type="checkbox"/>
	<p>As part of the candidate's coaching, the candidate must give feedback that meets the following criteria:</p>		
	<input type="checkbox"/> Was descriptive rather than judgmental	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Was specific rather than general	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Was timely	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Focused on the job process and behavior that the trainee could change	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Was balanced - identified both the positive and negative aspects of performance	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Considered the needs of the trainee – was delivered in a constructive manner	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Prioritized the areas in which the trainee needs to improve	<input type="checkbox"/>	<input type="checkbox"/>



	<p style="text-align: center;"><u>Skill Check #3</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Treated the learner as an adult</li> <li><input type="checkbox"/> Transmitted required information simply and directly</li> <li><input type="checkbox"/> Emphasized and explained how the learning can be applied</li> <li><input type="checkbox"/> Related the learning to the goals of the learner</li> <li><input type="checkbox"/> Took the prior experience of the learner into account in delivering the training</li> <li><input type="checkbox"/> Maximized the opportunity for two way communications and exchange of information and ideas during the training</li> <li><input type="checkbox"/> Listened to and respected the opinions of the trainee</li> <li><input type="checkbox"/> Listened carefully to and responded well to trainee questions</li> <li><input type="checkbox"/> Provided positive reinforcement to the learner</li> <li><input type="checkbox"/> Encouraged the learner to be a resource to himself and other workers</li> <li><input type="checkbox"/> Recognizing trainee's dominant learning style (listening and reading; observing and imitating; doing and receiving feedback) and adapted instruction in response to that style</li> </ul>	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>



		YES	NO
	<u>Skill Check #2</u>		
	In completing the three Skill Checks for this area, the candidate must demonstrate competence in the following mentoring roles as part of the mentoring:		
	<input type="checkbox"/> <u>Leader</u> : being a respected and sought-out source for expertise and information and an influential person	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> <u>Role Model</u> : "Walking the talk". Demonstrating (in actions and words) traits and behaviors that are desired in the company	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> <u>Educator</u> : helping in the implementation of the OJT and development of the learning plans for the trainee	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> <u>Guide</u> : Helping the trainee adapt and fit into the company effectively.	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> <u>Counselor</u> : providing the trainee with advice and helping the trainee deal with problems and negative issues which might impede their success on the job	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> <u>Evaluator</u> : reviewing the performance, competencies and progress of the trainee and providing feedback	<input type="checkbox"/>	<input type="checkbox"/>
	In completing the three skill checks, the candidate must demonstrate competence in the following mentoring skills:		
	<input type="checkbox"/> Building trust with the trainee	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Encouraging the trainee	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Inspiring the trainee	<input type="checkbox"/>	<input type="checkbox"/>



**EVALUATION THROUGH MATERIAL REVIEW AND OBSERVATION**

Competency Area	Process-Performance Standards	YES	NO
9. Multiple Task Management  (Workbook Module 9)	<ul style="list-style-type: none"><li data-bbox="505 296 1255 365"><input type="checkbox"/> Put a structured OJT management system in place which enabled the effective and efficient scheduling of OJT tasks</li><li data-bbox="505 365 1255 399"><input type="checkbox"/> Ensured adherence to the management system</li><li data-bbox="505 399 1255 432"><input type="checkbox"/> Did all required record keeping and reporting</li><li data-bbox="505 432 1255 466"><input type="checkbox"/> Ensured compliance with all safety/company procedures</li><li data-bbox="505 466 1255 535"><input type="checkbox"/> Managed all communications effectively regarding OJT with all levels of company personnel</li><li data-bbox="505 535 1255 604"><input type="checkbox"/> Performed all the other aspects of his/her job in a timely and high quality manner</li><li data-bbox="505 604 1255 665"><input type="checkbox"/> Managed time effectively and efficiently using some type of personal time management system</li></ul>	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>

## FINAL PERFORMANCE STANDARDS

The Structured OJT Program is implemented as expected when:

- The candidate's performance met or exceeded NIMS OJT minimum criteria standards, as modified to conform to company requirements.
- The candidate performed all of the process steps proficiently according to the Structured OJT Program plan
- The candidate provided accurate and legible information for all required OJT reports and records
- The Candidate demonstrated ability to deal with OJT trainers and trainees and management in a positive and constructive manner.
- The OJT Program was implemented according to plan and achieved the expected results
- All safety and plant procedures and company training policies and procedures were followed

Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

(Evaluator)

\_\_\_\_\_ Date: \_\_\_\_\_

(Candidate)



# Part 4

## Affidavit of Successful Completion OJT SENIOR TRAINER

Candidate \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** This page is a compilation of all the performance requirements for the OJT Senior Trainer credential. This affidavit documents that the candidate has successfully completed all performance requirements; that is,

- the Work History and Experiences report has been met,
- the Training History and Experience report has been met
- all three Skill Checks have been completed and standards attained,
- all Final Performance Standards have been attained.

All parties involved in assuring that the documentation contained in this PDR is accurate and complete must sign the affidavit. When this affidavit is completed, it should be sent **in its entirety** to NIMS at the indicated address.

### Part 1.

All Work History and Experience requirements have been met	Date of Completion:	Supervisor's Initials:
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### Part 2.

Identify Nature of OJT Training Assignment	Date of Completion of each Skill Check	Evaluator's Initials
Skill Check/Job # 1:		
Skill Check/Job # 2:		
Skill Check/Job # 3:		

### Part 3.

Candidate has demonstrated proficiency in each of the OJT Trainer competency areas in completing the 3 Skill Checks	Skill Check # 1	Skill Check # 2	Skill Check # 3	Evaluator's Initials
1. Structured OJT Program: Stage One- Planning				
2. Structured OJT Program: Stage Two - Implementation				
3. Structured OJT Program: Stage Three - Evaluation				
4. Training Aid Development				
5. Training of OJT Trainers				
6. OJT Training Delivery				
7. Communication Skills				
7. Coaching				
8. Adult Learning				
10. Mentoring				
11. Multiple Task Management				

Part 4.

**FINAL PERFORMANCE STANDARDS**

**Directions:** After reviewing all PDR SKILL CHECKS, check the boxes ONLY if all OJT Training Assignments have met these performance standards.

The Systematic OJT Program is Implemented as Expected When

- The candidate's performance met or exceeded NIMS minimum criteria standards, as modified to conform to company requirements.
- The candidate performed all of the process steps proficiently according to OJT Program Plan
- The candidate provided accurate and legible information for all required OJT reports and records
- The Candidate demonstrated ability to deal with OJT trainers and trainees and management in a positive and constructive manner.
- The OJT Program was implemented according to plan and achieved the expected results
- All safety and plant procedures and company training policies and procedures were followed

We do hereby attest with our signatures that the candidate named above has completed all necessary PDR requirements for OJT Senior Trainer credential.

\_\_\_\_\_  
Evaluators Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

**COMMENTS:**


Make a copy of the completed *Affidavit of Successful Completion* for your records and send this entire PDR:

- By fax to (703) 352-4991; Attn. Workshops
- By email (scan and send) to [support@nims-skills.org](mailto:support@nims-skills.org)
- By mail to NIMS, Attn.