

# ON-THE-JOB TRAINING CONFERENCE

YOUR COST- AND TIME-EFFECTIVE SOLUTION  
TO DEVELOPING MORE CAPABLE EMPLOYEES

*New Britain, Connecticut*

*26 April 2006*

*Sponsored by*

*the Connecticut Chapter of ASTD:*

*Linking People, Learning & Performance*



## **AN INVITATION!**

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You are cordially invited to attend an On-the-Job Training Conference on 26 April 2006, sponsored by the Connecticut Chapter of the American Society for Training and Development.

Join managers, trainers, human resources specialists and others in learning how to better train and develop employees where they work.

## **THE PROGRAM**

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Presentations and discussions include:

### **How to Save Money and Increase Productivity - An Overview of OJT:**

Why you should be using OJT and the many techniques available for your use.

### **How to Establish and Operate an OJT Program:**

The DAPPER model – a step-by-step approach.

### **Diversity in the Workplace - The Literacy Issue:**

Dealing with workplace literacy issues of English-speaking and non-English speaking workers.

### **Training the OJT Trainer:**

Includes how to conduct a one-day workshop; materials available on CD.

### **Computer Technologies Available:**

How computers can help meet your OJT needs.

### **Important OJT Techniques:**

Including employee orientation, job instruction training, feedback, and apprenticeship training.

### **Case Studies:**

Planning for OJT at The Hartford; and Lego's approach to OJT.

## Some reasons to attend and improve your use of OJT:

- **Competitive Advantage:** *A company that trains its workers to do their jobs well will improve its competitive advantage.*
- **Quality Improvement:** *When workers learn to do their jobs well, the quality of products and services increases.*
- **Greater Productivity:** *Productive time is not lost travelling to and from a distant training site or by lodging workers there.*
- **Relevance and Transfer of Training:** *OJT is relevant to employee work. The problem of limited transfer of training to the job is virtually eliminated.*
- **Reduction of Turnover:** *OJT can dramatically reduce employee turnover.*
- **Cost Reductions and Cost Effectiveness:** *Reduced training costs, reduced turnover, and improved productivity all lead to lower costs*
- **Rapid Results:** *Employees are usually trained more quickly at the job site.*
- **Development of Desirable Attitudes:** *OJT such as employee orientation can effectively develop positive attitudes toward the organization and high levels of job satisfaction.*
- **Easier for Employees:** *Learning at the workplace is more comfortable for many employees who dislike classroom-style situations.*
- **Flexibility:** *OJT is usually quite flexible and can often be provided very quickly, just when it is needed.*
- **Reinforcement of Off-the-Job Training:** *Courses, workshops, seminars and other forms of off-the-job training are often ineffective by themselves.*

**Connecticut Chapter  
American Society for Training &  
Development**

48 Lardner Road  
Bristol, CT 06010  
Phone (860) 585-7012  
E-mail: CTASTD@aol.com



### A FEE YOU CAN AFFORD

The \$125 fee includes materials, continental breakfast, lunch, and refreshments.

*Special ASTD member rate: only \$99!*

# ON-THE-JOB TRAINING CONFERENCE REGISTRATION FORM

To register, please complete the form below  
and send it with a check or purchase order  
by 5 April 2006 to →

CT-ASTD OJT Conference  
48 Lardner Road  
Bristol, CT 06010

**YES!** Please register me for the one-day,  
On-the-Job Training Conference,  
at the **regular rate of \$125.**

**YES!** Please register me for the one-day,  
On-the-Job Training Conference,  
at the **ASTD Member rate of \$99.**  
I am a local or national member of ASTD.

Attendee's Name \_\_\_\_\_

Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Student Scholarship (Optional)**  
I am a full-time student and hereby  
apply for scholarship funding to enable  
me to attend the conference.

**CT-ASTD Membership (Optional)**  
Please enrol me as a member of the Connecticut  
Chapter of ASTD at the **special reduced rate  
of only \$40 for conference attendees.**

**Note:** After your registration and check or purchase order are received, confirmation will be sent to you  
along with directions to the conference's venue, which is:

The Institute of Technology & Business Development (ITBD)  
Central Connecticut State University  
185 Main Street  
New Britain, CT 06051