



Improving On-the-Job Training: How to Establish and Operate a Comprehensive OJT Program

William J. Rothwell, H. C. Kazanas

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This second edition of the best-selling book, *Improving On-The-Job Training*, provides professional trainers, HR managers, and line managers with a hands-on resource for installing a low-cost, low tech approach to planned on-the-job training program that will improve real-time work performance throughout an entire organization. A comprehensive volume, *Improving On-The-Job Training*

- Offers guidelines for establishing an OJT program.
- Outlines the key management issues that should be addressed when starting up a program.
- Describes effective methods of training the trainers and learners.
- Shows how to identify the need for planned on-the-job-training.
- Explains how to analyze work, worker, and workplace OJT.
- Offers vital information for preparing and presenting on-the-job training.
- Illustrates how to evaluate results of OJT.
- Describes aids to planned on-the-job training.
- Includes six valuable lessons about planned OJT programs.

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