

On the Job Training Record Template

How to prepare this Template

- 1) Identify the process that will be trained via on-the-job training (OJT). Complex processes should be broken down into multiple OJTs if needed.
- 2) Keep Major Sections of the OJT. Additional sections may be added if needed.
- 3) Replace red text with task specific information and references. Remove all red text before finalizing this template.
- 4) Accept all changes, remove comments, and stop Tracking Changes in Word.
- 5) Remember this is a template that will be printed and filled out by the trainer together with the trainee. Provide enough space for documentation.

How to Complete This OJT Record

Instructions for conducting and documenting training and performance assessments are as follows:

— **The Trainer** will:

— **The Trainee** will:

Learning Objectives

At the completion of this training, the Trainee will be able to successfully:

The trainee will demonstrate the ability to:

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Background/Rationale

Section 1. Process Instruction and Observation

Process Instruction and Observation Performed <i>(repeat observations as needed or desired)</i>	Trainer Initials/Date
Objective#1:	
Objective #2:	
Objective #3:	

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Section 2. Hands-On Practice for Trainee

Hands-on training includes supervised performance of the task by the trainee. This may also include side-by-side review of data and information in an electronic system or paper record. Completion of this Section indicates the Trainee is ready to proceed to Section 3 (Independent Assessment). Repeat this section as many times as needed.

Hands-on Training Components/Tasks	Trainer Initials/Date
Objective #1	
• <i>Task 1</i>	
• <i>Task 2</i>	
Objective #2	
• <i>Task 1</i>	
• <i>Task 2</i>	
Objective #3	
• <i>Task 1</i>	
• <i>Task 2</i>	

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Section 3. Independent Performance Assessment

The following is an assessment and independent verification of Trainee knowledge and skills.

Performance Assessment	Trainer Initials / Date
Objective #1	
• <i>Task 1</i>	
• <i>Task 2</i>	
Objective #2	
• <i>Task 1</i>	
• <i>Task 2</i>	
Objective #3	
• <i>Task 1</i>	
• <i>Task 2</i>	