The OJT Provider Commandments

- Assess their Knowledge, Skills, and Abilities and plan their training accordingly
  - Plan for the needs of employee first, needs of your project area second
- Have them work with you to develop their Individual Development Plan
- Review their IDP at scheduled intervals
- Open communication is essential
- Be receptive to questions –
  - Encourage them to prepare a list of questions, especially when working independently, and have a designated time to review and answer them
- Give them POSITIVE feedback, use CONSTRUCTIVE criticism
- Patience may be required –
  - More with some than others sometimes
- Allow for mistakes –
  - “Mistakes, when handled with mature guidance result in solid learning opportunities”
- If they can defend decisions made while they work, accept their decisions
  - Not everybody will map the same, describe soils exactly the same
- Have them participate in all events even if just observing
- Involve them in the office project planning process –
  - A learning experience, gives them a better understanding of their goals, and makes them feel like they are part of the team
- Give them goals, but keep them limited to their KSAs–
  - Everybody needs a sense of accomplishment and contribution
- Pass on your tacit knowledge
- Don’t micro manage –
  - Give them plan items to do and let them do it
- Give them time to work with specialists in other disciplines to expand their knowledge
- Give them opportunities to do a little of everything early on – don’t stick them at the computer only
- Let them teach you something of their choosing
  - A good morale boost, and you will learn something
- Make sure they get the formal training recommended and in their IDP
- Be sure to follow-up formal training when it is completed
  - Discuss what they learned with them,
  - support post course assignments,
  - provide opportunities to use what they learned
- Quizzing them is good –
  - At any time, for any process
  - Follow-up for formal training – instructors may help you there