

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*