# OJT-Lesson-How to complete OJT module cover sheets

## OJT Training Module Cover Sheet

<table>
<thead>
<tr>
<th>Title:</th>
<th>How to… Complete OJT module cover sheets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td>X Skill □ Knowledge</td>
</tr>
</tbody>
</table>
| Performance Objective: | Trainee will be able to…
  - Create a training module cover sheet using template provided |
| Target Proficiency: | □ Awareness □ Understanding □ Perform w/ Supervision
  X Apply Independently □ Proficiency, can teach others |
| Trainer Preparation: | □ Have list of verbs used in objectives available |
| Special Requirements: | None |
| Prerequisite Modules: | None |
| Notes: | None |
| Authors: | Marc Crouch, Training Coordinator, NSSC |
| Approved by: | Marc Crouch, Training Coordinator, NSSC |
OJT Lesson

How to Complete Training Module Cover Sheets

Follow recommended format

Should be same as the corresponding training module.

1. Write module title
Either a skill or knowledge module.

2. Indicate the type of module

3. Write a 3-part performance objective

a. What is the trainee expected to do upon completion of the training – this is the performance
b. Under what circumstances or conditions is the trainee supposed to perform the task at the end of training – this is the condition
c. How well is the trainee expected to perform the task at the end of training – this is the standard

Combine and write the three parts in the following order: 1. condition, 2. performance, 3. standard.

Example: “Using the Field Book for Describing and Sampling Soils, describe soil structure according to NCSS procedures.”

4. Select the target proficiency

- Awareness
- Understanding
- Perform with supervision
- Apply independently
- Proficiency, can teach others

To inform the trainer and trainee of the expected competency, ask yourself:

To indicate to the trainer and trainee what level of proficiency has been targeted for the training.
<table>
<thead>
<tr>
<th>Slide</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td><strong>5. Write trainer preparation</strong> To inform trainer of any required actions to take prior to the training.</td>
</tr>
<tr>
<td>8</td>
<td><strong>6. List special requirements</strong> To inform the trainer and trainee of special requirements.</td>
</tr>
<tr>
<td>9</td>
<td><strong>7. List prerequisite training modules</strong> List all modules that must be learned <em>before</em> being trained in the present module</td>
</tr>
</tbody>
</table>
Slide 10
8. Write notes for the task

Write any notes that might be of use or interest to the trainer or trainee.

Slide 11
9. List the module authors

a. To ensure writers maintain ownership and to identify for trainers which people, in addition to the trainer, could provide help with the task.
b. Write names of design team members who participated in writing the module.

Slide 12
10. Obtain approval signature

Module may require National level review. In any case, module approval will come from then NSSC.