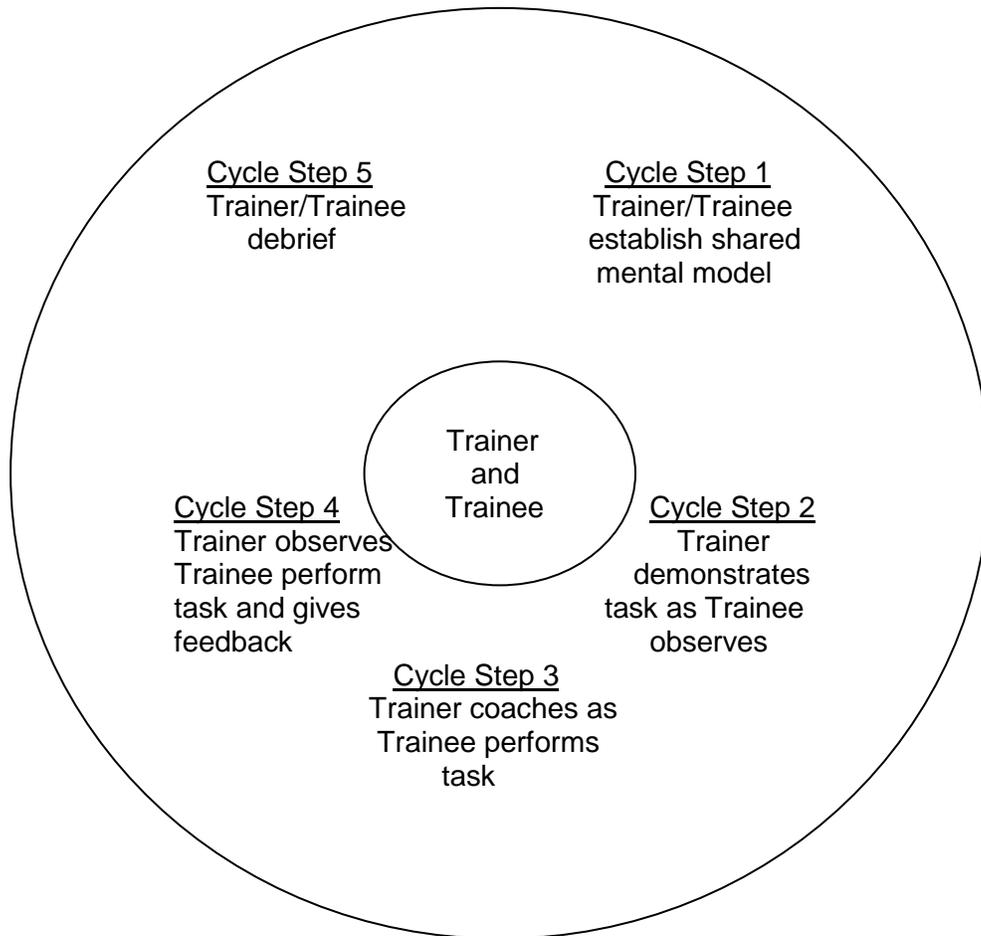


OJT Training Module Cover Sheet

Title: 812 How to convert data to information for the customer.
Type: X Skill <input type="checkbox"/> Knowledge
Performance Objective: Trainee will be able to... <ul style="list-style-type: none">• Assemble reports for EMI investigations that address customer objectives.• Prepare reports that are understandable to all who may read them.
Target Proficiency: <input type="checkbox"/> Awareness <input type="checkbox"/> Understanding <input type="checkbox"/> Perform w/ Supervision X Apply Independently <input type="checkbox"/> Proficiency, can teach others
Trainer Preparation: <ul style="list-style-type: none">• Trainer should be familiar with the assigned reading/review material in the lesson plan that follows.
Special Requirements: Initiate an external learning request with a SF-182 in Aglearn for this activity. Instructions and a template are located on the training webpages for OJT modules.
Prerequisite Modules: None
Notes: None
Authors: Edwin Muniz Wes Tuttle Marc Crouch
Approved by: Shawn McVey

The Five-Step OJT Cycle for Procedural Training (Skill)



OJT Module Lesson

Title: **812 How to convert data to information for the customer.**

WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
Cycle step 1	Trainer and trainee review objectives of module. Trainer and trainee read/review: <ul style="list-style-type: none"> • Attached examples: <ul style="list-style-type: none"> ○ NJ EMI trip report examples.pdf ○ NSSC EMI trip report.pdf • Examples provided by trainer • Optional: attached template example <ul style="list-style-type: none"> ○ NJ EMI trip report template.doc(template)
Cycle step 2	Trainer uses selected examples to show trainee how to provide the following: <ul style="list-style-type: none"> • Cover letters • Stating study objectives • Equipment used • Overview of study needs • Study design; layout and groundtruthing • Observations and results • Attachment of appropriate data and maps Optional: <ul style="list-style-type: none"> • Review use of a trip report template
Cycle step 3	Trainer coaches trainee as trainee prepares a report for a current study.
Cycle step 4	Repeat cycle step 3 without coaching whenever possible.
Cycle step 5	Trainer can debrief trainee and address any concerns.

OJT Module Lesson Measurement of Learning

Title: **812 How to convert data to information for the customer.**

WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
Trainee's learning is measured.	During project activities, assign this task to the trainee. Sign off on performance when target proficiency is achieved.

SF-182

Trainee and/or supervisor access Aglearn to verify completion of the module via its SF-182.