



# Improving On-the-Job Training: How to Establish and Operate a Comprehensive OJT Program (Jossey Bass Business and Management Series)

By William J. Rothwell, H. C. Kazanas

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- Offers guidelines for establishing an OJT program.
- Outlines the key management issues that should be addressed when starting up a program.
- Describes effective methods of training the trainers and learners.
- Shows how to identify the need for planned on-the-job-training.
- Explains how to analyze work, worker, and workplace OJT.
- Offers vital information for preparing and presenting on-the-job training.
- Illustrates how to evaluate results of OJT.
- Describes aids to planned on-the-job training.
- Includes six valuable lessons about planned OJT programs.

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## **Improving On-the-Job Training: How to Establish and Operate a Comprehensive OJT Program (Jossey Bass Business and Management Series) By William J. Rothwell, H. C. Kazanas Bibliography**

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## **Editorial Review**

### **Review**

"A comprehensive guide for those who must address problems of organizational productivity and find skill and knowledge deficiencies that need to be addressed by training.... As a textbook for a university course... the book addresses needs that are common to all those who want to be more effective in operating an on-the-job training program." (David C. Bjorkquist, Department of Vocational and Technical Education, College of Education, University of Minnesota)

"We know that most learning occurs at the workplace. This book provides all the guidance needed for supervisors, HRD professionals, and trainers to help employees improve their performance and increase their contribution to organizational success through planned OJT." (Bill Lowthert, manager, nuclear training, Pennsylvania Power & Light Company)

"Provides the busy HRD professional with all the correct methods and tools for creating and managing a first-class, structured on-the-job training program. This book comes just in time!" (David Dubois, principal partner, Strategic Performance Improvement Associates, and president, Dubois and Associates)

### **Review**

"An excellent contribution to the field, this book offers a realistic, practical focus on OJT, which is probably the most common form of training. It's too easy for people to think that OJT is simple, when in fact success with OJT is elusive. This book will show you how to do it. *Improving On-The-Job Training* will show practitioners how to establish and run an effective OJT program."

—Timothy W. Spannaus, research fellow, Institute for Learning and Performance Improvement, senior lecturer, Instructional Technology, Wayne State University

"As we expand our businesses, we will need workers to perform more complex tasks effectively. This book gives us an excellent model to implement OJT in real time and in real workplaces to create a high-performance workforce."

—William H. Lowthert, leadership development manager, PPL Susquehanna

"Rothwell, a world-renowned training expert, addresses one of the most critical areas of training used by all businesses and is also the most common form of training, on-the-job training. This book will provide an invaluable tool for any business to use to systematically develop successful OJT programs. The information in this book will assist companies in improving their performance and productivity through the proven methods recommended by William Rothwell."

—Patrick E. Gerity, executive director, Office of Corporate Partnerships, Slippery Rock University

"I was in the technical training business for over 30 years, 19 as the technical training manager for a Fortune 500 company before retiring. In all these years I've have seen many new approaches to training, but in reviewing all the new methods it still comes down to the most successful way of training especially hands-on and that is on-the-job training. This book provides a step-by-step practical methodology to improve performance. If companies would just follow the concepts in this book and adhere to them, training would be a normal part of an operation and the need for justification would no longer exist."

—Joseph A. Benkowski, associate dean outreach, University of Wisconsin-Stout

## From the Inside Flap

No matter what type of organization you work for—an elite Fortune 500 company or a start-up business operating on a shoestring—most of your workplace training will take place in real time and on the job. While most organizations appreciate the value of OJT, they often lack the staff, internal expertise, and other resources to conduct planned training or maintain a staff of training professionals.

This second edition of the best-selling book, *Improving On-The-Job Training*, provides professional trainers, HR managers, and line managers a hands-on resource for installing a low-cost, low tech approach to planned on-the-job training program that will improve real-time work performance throughout an entire organization. A comprehensive volume, *Improving On-The-Job Training*

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Created to be a practical resource, the book contains in-house training on OJT, a glossary that defines key terms, and a list of references for future use. The book also includes a CD-ROM that contains the book's worksheets and a train-the-trainer workshop with reproducible slides, a participant guide, and a leader guide.

## Users Review

### From reader reviews:

#### Harry Crawford:

Have you spare time for any day? What do you do when you have considerably more or little spare time? That's why, you can choose the suitable activity to get spend your time. Any person spent all their spare time to take a wander, shopping, or went to often the Mall. How about open or read a book called *Improving On-the-Job Training: How to Establish and Operate a Comprehensive OJT Program* (Jossey Bass Business and Management Series)? Maybe it is for being best activity for you. You know beside you can spend your time with your favorite's book, you can cleverer than before. Do you agree with its opinion or you have various other opinion?

#### Brandon Jenkins:

Spent a free time and energy to be fun activity to do! A lot of people spent their sparettime with their family, or their own friends. Usually they accomplishing activity like watching television, likely to beach, or picnic inside the park. They actually doing same thing every week. Do you feel it? Will you something different to fill your free time/ holiday? Can be reading a book might be option to fill your cost-free time/ holiday. The first thing that you'll ask may be what kinds of e-book that you should read. If you want to consider look for book, may be the guide untitled *Improving On-the-Job Training: How to Establish and Operate a Comprehensive OJT Program* (Jossey Bass Business and Management Series) can be fine book to read. May

be it might be best activity to you.

**Elizabeth Talbot:**

Playing with family in the park, coming to see the ocean world or hanging out with pals is thing that usually you might have done when you have spare time, then why you don't try point that really opposite from that. Just one activity that make you not sensation tired but still relaxing, trilling like on roller coaster you have been ride on and with addition details. Even you love Improving On-the-Job Training: How to Establish and Operate a Comprehensive OJT Program (Jossey Bass Business and Management Series), it is possible to enjoy both. It is very good combination right, you still need to miss it? What kind of hangout type is it? Oh come on its mind hangout men. What? Still don't obtain it, oh come on its known as reading friends.

**Donald Lewis:**

The book untitled Improving On-the-Job Training: How to Establish and Operate a Comprehensive OJT Program (Jossey Bass Business and Management Series) contain a lot of information on the item. The writer explains her idea with easy means. The language is very clear and understandable all the people, so do not really worry, you can easy to read this. The book was published by famous author. The author provides you in the new age of literary works. It is easy to read this book because you can read more your smart phone, or model, so you can read the book within anywhere and anytime. In a situation you wish to purchase the e-book, you can open their official web-site and also order it. Have a nice study.

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