

The **TURBO** **Charger**

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To our clients and friends

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Create a Plan to Do On the Job Training



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Up-Front Investment in Training Pays Big Dividends

Andy, a project engineer for a Portland based general contractor, told session 9 of the Leadership Development Lab.

Last week, at our Oregon City office an intern and I were working on the most difficult parts of a very large project. He was working on an AutoCAD drawing of one of the most complex parts of the job. He told me he wasn't familiar with some of the applications of the CAD system. He asked me if I could help figure it out. What I really think he wanted was for me to show him how to do it, or maybe just do it for him. He told me what he was trying to do, the function he wanted to perform. Instead of just doing it for him, which was my first inclination, I decided this was the perfect time to apply Turbo's 3 step On-The-Job (OJT) Training process. So, I began by telling him the commands, while showing him how to do it. Then I asked him to do the commands while I told him each command step-by-step. Then Finally, I asked him to tell me the commands while he showed me the results. I asked him if he had any further questions, he said no.

The following week, he came into my cubical to me asking for more help. I

thought "oh no" maybe I didn't do a good enough job of training him. To my pleasant surprise, he was help on a new, more advanced site commands which were even more complex. I knew theses new skills would build on what I had taught a week earlier. I could see he was learning fast. This will make him productive, more self-radiant, and more confident.

The lesson I learned from this experience is that the co-workers I trained Turbo's 3 step On-The-Job (OJT) Training process, are smarter than you think. I learned that I take time and really get the trainee involved in each of the 3 Steps, the training sticks and I don't have to do the training over again. This built trainee's confidence and we can on this foundation with more advanced training.

The action I call you to take is to go thorough in your training. Follow Turbo's 3 step On-The-Job (OJT) Training process.

The benefit you will gain by training right the first time, will be reliant confident associates, a more wasted time in retraining will participate in creating a less organization an empowered team confident capable team member. ###

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