

OJT Coaching

1. **Viewed as individuals**
 - **Self Concept** – Feelings & Values, Attitude, Expectations
 - **Comfort Level** – Physical, Psychological
 - **Past Experience** – Respect and Utilize
 - **Self Motivation** – Learning Style

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2. **Actively involved in their own learning**
 - **Maintaining control/choices** – choose agenda
 - **Speaking** – engage in discussion
 - **Listening** – actively, paraphrase
 - **Reading** – aggressive
 - **Writing** – note taking, complete handout
 - **Directed thinking** – solve a “problem”, make a decision
 - **Evaluation** – analyze their own skills/learning style

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3. What they learn must be perceived as useful

- **Practical and Relevant - WIIFM**
- **Use immediately to be retained longer - See it , Do it, Teach it**
- **Need to know attitude must be satisfied – Provide resources, back up material, answer questions**

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4. Learning needs to be reinforced

- **Provide opportunities for feedback – for both parties**
- **Feedback is positive, specific & constructive – 5(+):1(-)**
- **Provide practice – School = learn to pass
Trainers = learn for life**
- **Don't assume that once you said it, it was learned – use all modalities, check for understanding**

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