Ronald L. Jacobs

STRUCTURED STRUCTURED ON-THE-JOB TRAINING

Unleashing Employee Expertise in the Workplace

SECOND EDITION

Ronald Jacobs

Structured On-the-job Training Ronald L. Jacobs, Michael J. Jones, 1995 Guidelines for setting up training programmes in the work setting since up to 80% of employees job knowledge is gained on the job OJT on the job training *On-the-Job Training* Ronald Jacobs, 2003-03-12 Based on 20 years of research and development in a range of organizations This revised and expanded edition of a classic text provides a comprehensive guide to understanding developing and using structured on the job training in a variety of training situations and organizational contexts Jacobs defines S OJT and provides a rationale based on the need to develop high levels of employee competence or expertise in the workplace He then describes a six step process used to design and implement S OJT programs The emphasis here is how S OJT can be used for managerial training technical training and awareness training The chapters in the final section describe how SOJT has been used to achieve organizational and societal goals Included in this section are discussions regarding S OJT as an organizational change strategy quality management cross cultural aspects and workforce development The Nonprofit Manager's Resource Directory Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager's Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager's Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager's Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism

Structured On-the-Job Training Ronald L. Jacobs,2003-03-15 Based on 20 years of research and development in a range of organizations This revised and expanded edition of a classic text provides a comprehensive guide to understanding developing and using structured on the job training in a variety of training situations and organizational contexts Jacobs

defines S OJT and provides a rationale based on the need to develop high levels of employee competence or expertise in the workplace He then describes a six step process used to design and implement S OJT programs The emphasis here is how S OJT can be used for managerial training technical training and awareness training The chapters in the final section describe how S OJT has been used to achieve organizational and societal goals Included in this section are discussions regarding S OJT as an organizational change strategy quality management cross cultural aspects and workforce development

Implementing On-the-Job Learning (In Action Case Study Series) Jack J. Phillips, 2023-05-26 Do You Want to Make Better Use of Your Organizational Resources and Create More Relevant More Effective Training The emergence of the knowledge economy has brought new challenges to most organizations To succeed organizations have to respond quickly to this continuum of change Off the job training requires a sizeable investment in organizational resources with sometimes questionable outcomes This book Implementing On the Job Learning will illustrate how other companies have used and implemented a particular approach to facilitating employee learning in organizations structured on the job learning Structured on the job learning programs have the potential to make better use of your organization's resources and create training that is more relevant and effective This casebook should interest anyone involved in human resource development especially those who make decisions regarding the design and delivery of training programs The primary audience is practitioners who want to implement on the job training programs but have been frustrated in their attempts to find solid real life examples Instructors students in university and seminar settings and researchers will also find this book to be a useful reference Another audience is organization managers who want to make sure that trainers are adequately informed about potential training options No matter how you plan to use this book you will find it a valuable tool as you decide how to best meet the training development and performance goals of your organization ASTD is proud to present the 27th book in the IN ACTION Series offering 13 case studies from a variety of organizations. The case study authors are diligently pursuing accountability in their areas of expertise Through their writing they share experiences at the forefront of applying leading Hands-On Training Gary R. Sisson, 2001-07-01 On the Job Training OJT is the single edge principles of on the job learning most used training method in organizations today But it is also the most misused because very few of those doing OJT are ever trained how to do it In Hands On Training Gary Sisson draws on his thirty five years of experience to lay out a simple systematic approach to OJT that can be understood and applied by anyone in any organization managers line or staff supervisors employees and both internal and external human resource and training professionals Data Science in the **Public Interest: Improving Government Performance in the Workforce** Joshua D. Hawley, 2020-07-22 This book is about how new and underutilized types of big data sources can inform public policy decisions related to workforce development Hawley describes how government is currently using data to inform decisions about the workforce at the state and local levels He then moves beyond standardized performance metrics designed to serve federal agency requirements and discusses how government can improve data gathering and analysis to provide better up to date information for government decision making Strategic Training and Development Robyn A. Berkley, David M. Kaplan, 2019-07-31 People are the most important resource for today s organizations Organizations must invest in their employees to sustain a competitive advantage and achieve their strategic objectives Strategic Training and Development translates theory and research into best practices for improving employee knowledge skills and behaviors in the workplace Authors Robyn A Berkley and David M Kaplan take a holistic and experiential approach providing ample practice opportunities for students A strong focus on technology ethics legal issues diversity and inclusion and succession helps prepare students to succeed in today s business environment

Beyond Training Ain't Performance Fieldbook Harold D. Stolovitch, Erica J. Keeps, 2006-04-01 An essential companion manual to Training Ain t Performance the Beyond Training Ain t Performance Fieldbook is an HPI theory implementation guide The included CD ROM features worksheets assessments tools and practical advice that will propel your organization toward the performance approach **Learning Through Practice** Stephen Billett, 2010-06-02 Practice based learning the kind of education that comes from experiencing real work in real situations has always been a prerequisite to qualification in professions such as medicine However there is growing interest in how practice based models of learning can assist the initial preparation for and further development of skills for a wider range of occupations Rather than being seen as a tool of first time training it is now viewed as a potentially important facet of professional development and life long learning This book provides perspectives on practice based learning from a range of disciplines and fields of work The collection here draws on a wide spectrum of perspectives to illustrate as well as to critically appraise approaches to practice based learning The book s two sections first explore the conceptual foundations of learning through practice and then provide detailed examples of its implementation Long standing practice based approaches to learning have been used in many professions and trades Indeed admission to the trades and major professions e g medicine law accountancy can only be realised after completing extended periods of practice in authentic practice settings However the growing contemporary interest in using practice based learning in more extensive contexts has arisen from concerns about the direct employability of graduates and the increasing focus on occupation specific courses in both vocations and higher education It is an especially urgent issue in an era of critical skill shortages rapidly transforming work requirements and an aging workforce combined with a looming shortage of new workforce entrants We must better understand how existing models of practice based learning are enacted in order to identify how they can be applied to different kinds of employment and workplaces The contributions to this volume explore ways in which learning through practice can be conceptualised enacted and appraised through ananalysis of the traditions purposes and processes that support this learning including curriculum models and pedagogic practices

Work Analysis in the Knowledge Economy Ronald L. Jacobs, 2019-01-10 Work analysis seeks to breakdown the work behaviors that people do and the characteristics of people who successfully perform the work and then to reassemble the

information in a form that has many uses in practice The information can be used to specify job expectations establish quality standards develop training programs document work processes and anticipate safety risks among many other uses This book is a practical guide to using the work analysis process for improving performance in the workplace particularly with the emergence of knowledge work Work has undergone much change and the trend is towards increased complexity demanding employees to use their cognitive abilities to a greater extent Work analysis has often been criticized for its historical focus on documenting simple observable and routine behaviors performed by individuals involved in low skilled production work But it doesn't have to be so as readers will discover Indeed the demands of organizations and societies in the digital age has placed greater emphasis on documenting the changing nature of work This practical book addresses the questions of how does one perform a work analysis How can complex work be documented How can the information be used by organizations technical schools and government agencies Readers will find detailed descriptions of numerous work analysis techniques along with case studies and example documents from actual organizational and national workforce development situations This book serves as a relatively comprehensive resource for human resource development professionals in range of settings The book should also be useful for human resource managers line managers and supervisors and other professionals such as quality and safety staff Readers will value the information in the book based on the author's extensive experience which is presented in a clear and concise approach Navigating Information Challenges Eli B. Cohen, 2011 Valuing People and Technology in the Workplace: Ethical Implications and Imperatives for Success Hughes, Claretha, 2023-04-03 Technology s use has exploded and many employees have been left behind during the COVID 19 pandemic Organizations are constantly trying to balance people and technology within the workplace In today's highly technological globalized economy it is essential that practitioners and researchers understand that people and technology do not exist in isolation from each other within the workplace Valuing People and Technology in the Workplace Ethical Implications and Imperatives for Success explains how philosophy ethics and systems theory influence the five values of people and technology development The three main areas that are included to explain how philosophy ethics and systems theory relate to the five values are the three philosophical perspectives diversity intelligence and the workforce inter personnel diversity talent management system Covering topics such as ethics organizational philosophical perspectives and value creation model this premier reference source is an essential resource for business leaders human resource managers entrepreneurs technology professionals students and educators of higher education researchers and academicians **Creating A Performance Based Culture In** Your Workplace Brice Alvord, 2012-08-21 Creating a Performance Based Culture in your workplace is a nuts and bolts approach to planning and implementing a performance based continuous improvement program for your facility It shows you how to incorporate strategic planning and business needs analysis into a strong program that addresses your business needs and related performance issues It shows you how to create a strong business case for change and how to create structured

on job training designed to carryout that business case Filled with illustrations charts and procedures Includes state of the art tools to help improve your organization's performance and improve your bottom line **Supporting Lifelong** Learning: Organising learning Roger Harrison, Fiona Reeve, Marion Cartwright, Richard Edwards, 2002 This book looks at what types of learning environments promote lifelong learning how they can be organized to support meaningful learning and what the implications of these shifts are for managers The Wiley Handbook of Global Workplace Learning Vanessa Hammler Kenon, Sunay Vasant Palsole, 2019-04-16 Inclusive Guide Provides Practical Applications for Workplace Education Theory from Diverse Perspectives The Wiley Handbook of Global Workplace Learning explores the field of workplace education using contributions from both experts and emerging scholars in industry and academia Unlike many previously published titles on the subject the Handbook focuses on offering readers a truly global overview of workplace learning at a price point that makes it accessible for independent researchers and Human Resources professionals Designed to strike a balance between theory and practice the Handbook provides a wealth of information on foundational topics theoretical frameworks current and emerging trends technological updates implementation strategies and research methodologies Chapters covering recent research illustrate the importance of workplace learning topics ranging from meditation to change management while others give pragmatic and replicable applications for the design promotion and implementation of impactful learning opportunities for employees at any company regardless of industry A sampling of topics addressed includes Using an Experiential Learning Model to Design an Assessment Framework for Workplace Learning Measuring Innovative Thinking and Acting Skills as Workplace Related Professional Competence Multiple chapters specifically addressing international business such as Competency in Globalization and Intercultural Communication Global Strategic Planning and Global Talent Management Research and recommendations on bridging generational and cultural divides as well as addressing employee learning disabilities With its impressive breadth of coverage and focus on real world problem solving this volume serves as a comprehensive tool for examining and improving practices in global workplace learning It will prove to be a valuable resource for students and recent graduates entering the workforce and for those working in Human Resources and related fields Work-Related Learning J. N. Streumer, 2006-02-10 Work related learning WRL is a topic of steadily increasing interest to today s vocational education institutions as well as organizations in business and industry This book derives from an international HRD conference held at the University of Twente The Netherlands Key papers from the conference have been combined with other high standard contributions Together they offer an international collection of leading edge research The book brings together contributors from various parts of the EU and the USA and includes examples of good practice and recent research on work related learning Work related learning can be broadly seen to be concerned with all forms of education and training closely related to the daily work of new employees and is increasingly playing a central role in the lives of individuals groups or teams and the agenda's of organizations However as

this area of study becomes more prominent debates have opened about the nature of the field as well as about its configurations and effects For example some authors have a broad definition of WRL and define it as learning for work at work and through work ranging from formal through semi structured to informal learning Others prefer to use the concept of WRL mainly in connection to informal incidental learning processes during work leading to competent workplace learners Formal and informal learning are distinguished from each other with respect to the level of intention implicit non intentional incidental versus deliberative intentional structured Another point of discussion originates from the different theoretical backgrounds of the authors the learning theorists versus the organizational theorists. The first group is mainly interested in the question of how learning comes about the second group is predominantly interested in the search for factors affecting learning This book is essential reading for practitioners researchers teachers and students in the HRM and HRD field as well as in the field of VET The Business Side of Learning Design and Technologies Shahron Williams van Rooij, 2017-09-22 The Business Side of Learning Design and Technologies provides a ready reference with actionable tools and techniques for recognizing the impact of learning design technology decisions at the project business unit and organizational levels Written for early and mid career learning designers and developers as well as students and researchers in instructional learning design and technology programs this volume focuses on the business issues underlying the selection design implementation and evaluation of learning opportunities Using scholarly and practitioner research interviews with Learning and Development thought leaders and the author's own experience readers will learn how to speak the language of business to demonstrate the value of learning design and technologies **Handbook of Distance Education** Michael Grahame Moore, William C. Diehl, 2018-12-07 The Handbook of Distance Education 4th Edition is a comprehensive compendium of research in the field of distance education The volume is divided into four sections covering the historical and theoretical foundations of distance education attributes of teaching and learning using technology management and administration and different audiences and providers Throughout leading scholars address future research needs and directions based on current research established practices and recent changes to implementation pedagogy and policy Human Resource Development Neal F. Chalofsky, 2014-10-07 Human Resource Development Relies Upon a Strong Educational Foundation In the Handbook of Human Resource Development Neal Chalofsky Tonette Rocco and Michael Lane Morris have compiled a collection of chapters sponsored by the Academy of Human Resource Development to address the fundamental concepts and issues that HR professionals face daily The chapters are written and supported by professionals who offer a wide range of experience and who represent the industry from varying international and demographic perspectives Topics addressed form a comprehensive view of the HRD field and answer a number of key questions Nationally and internationally how does HRD stand with regard to academic study and research What is its place in the professional world What are the philosophies values and critical perspectives driving HRD forward What theories research initiatives and

other ideas are required to understand HRD and function successfully within this field As the industry grows what are the challenges and important issues that professionals expect to face What hot topics are occupying these professionals now The Handbook s insight and guidelines allows students and HR professionals to build a fundamental understanding of HRD as an industry as a field of research and for future professional success

Reviewing **Structured Onthejob Training Unleashing Employee Expertise In The Workplace**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "Structured Onthejob Training Unleashing Employee Expertise In The Workplace," an enthralling opus penned by a very acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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