

Dual Training Grant: On-the-Job Training Workshop

September 18, 2025

Welcome & Introductions



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DTG OJT TRAINING SESSION AGENDA:

- Welcome and introductions
- Determining the goals of OJT
- Overview of top five different methods of OJT
- Tips for tracking OJT and how to document OJT in the DTG portal
- Selecting the right trainer
- Employer spotlight
- Questions and answers

Determining the Goals of OJT

Goals of on-the-job training

“What does our OJT plan actually teach our employees?”

Answering this question is typically done by:

- Review corresponding competency pyramid.
- Reviewing internal training needs to establish what needs to be addressed in OJT.
- Review education curriculum
- Work with education partners to better understand what they intend to cover through related instruction in order to ensure the OJT complements and enhances competencies learned through related instruction.

Overview of the Top Five Methods of OJT

1. Job Shadowing
2. Mentorship
3. Cohort-based training
4. Assignment-based project evaluation
5. Discussion-based training

<https://www.dli.mn.gov/business/workforce/guidance-effective-job-training>

Job Shadowing

- Job shadowing is observing a professional in their work environment to learn by seeing how a job is performed. It might be of a long period of time or in short stints to learn a new skill.
- Job shadowing typically introduces a person to a new job and can also become a side-by-side approach where the trainer shows something and then the new person does copies what the trainer showed.
- Job shadowing can cover multiple experiences and across many jobs at a company to teach an employee about the company as a whole.

Mentorship

- The mentor and person(s) being mentored have got to want to do it. If either is not interested, it will not succeed.
- Good mentors get training and support from their leaders.
- Work must be supportive of the mentor/mentee relationship and toward creating a well-balanced mentorship program. Mentors need to give up some control and let mentees try new things and mentors should also be open to also learning from their mentees.
- Mentorship programs should allow space and time for mentors and mentees to get to know one another so that trust and a strong relationship can take hold.

Cohort-Based Training

Cohort-Based Training

- Cohort-based training works well when you want to bring a group of employees' together all at once to learn something. It is also a great way to build relationships among a group of trainees who are all working together to learn competencies and excel in the occupation.
- For example, whether it is the lead trainer at the company offering a lesson about a particular skill to the whole cohort or an opportunity for a company executive to do company-wide trainings for all cohort participants; cohort-based training can effectively provide information to many trainees at once.
- Cohort-based training can be as formal as a regularly scheduled meeting with the trainer or as informal as a 'lunch and learn' but all contain the opportunity for all the trainees to learn and enhance their competencies.

Assignment-Based Project Evaluation

Assignment-Based Project Evaluation

- Assignment-based project evaluation is the creation of a specific project which will then be reviewed by a trainer or supervisor. Once completing the review, the trainer will meet with the trainee to discuss the project's strengths, weaknesses, and any questions the trainee may have about the project.
- Assignment-based project evaluation assesses a trainee's mastery of a subject and can build confidence in the trainee.
- Eventually, as OJT concludes, assignment-based project evaluation is very likely going to be a typical way of assigning work for the employee as they continue to progress beyond their formal OJT program.

Discussion-Based Training

Discussion-Based Training

- Discussion-based training techniques incorporate group conversation and help knowledgeable employees pass their skills on to employees/trainees.
- Discussion-based training provides open communication among the trainees and the trainer(s). Demonstrations can be done to prompt discussions, which are a powerful training tool as they can involve the use of tools and equipment to showcase the steps being taught or the main processes being adopted.
- Discussion-based training can help keep the employees involved and engaged so that they retain new information. Use humor, encourage participation and provide positive re-enforcement for success.

Tips for Tracking OJT

Dual-Training Pipeline Tracking Spreadsheet Example:

<https://www.dli.mn.gov/business/workforce/pipeline-tools>

 DUAL-TRAINING PIPELINE		 DEPARTMENT OF LABOR AND INDUSTRY					
[Company Name]							
Competency Model for Health Care Services Occupation: Dental Assistant							
On-the-Job-Training (OJT) is hands-on instruction completed at work to learn the core competencies necessary to succeed in an occupation. Common types of OJT include job shadowing, mentorship, cohort-based training, assignment-based project evaluation and discussion-based training.							
Employee Name:		[Employee Name]					Date: 9/11/2025
Anticipated Completion Date:							
On-the-Job Training							

Tips for Tracking OJT continued

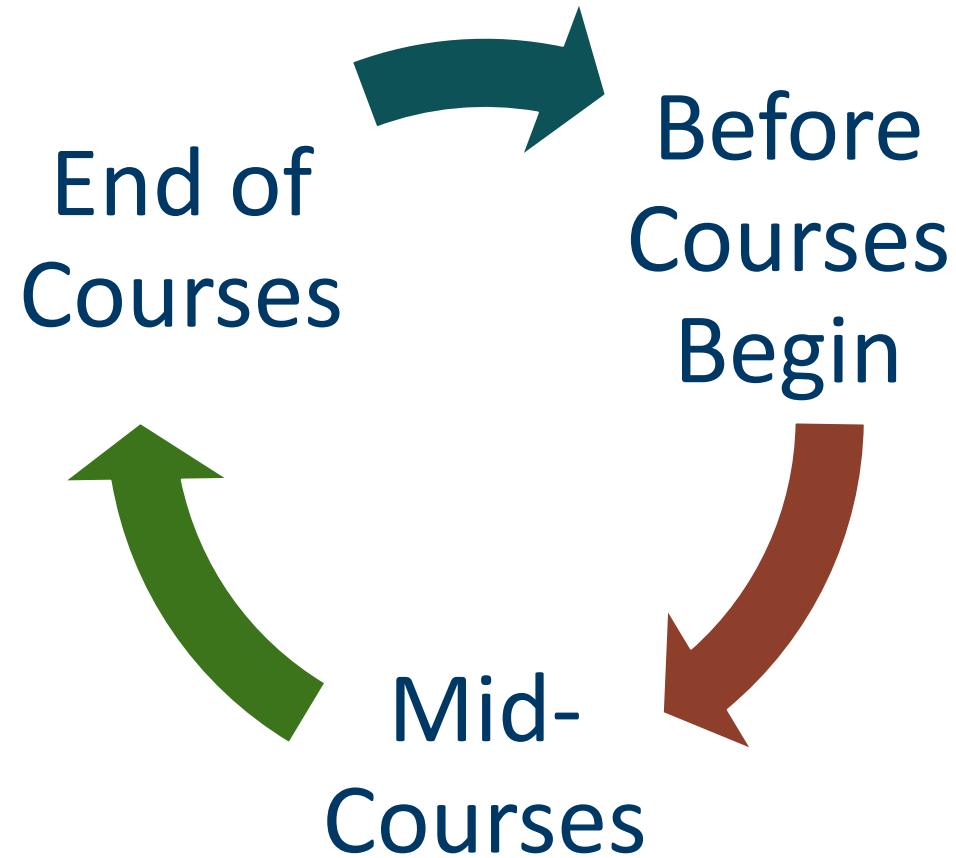
Dual-Training Pipeline Tracking Spreadsheet Example:

<https://www.dli.mn.gov/business/workforce/pipeline-tools>

Important things to note with the tool:

- Set it for each individual by typing in the 'Employee Name' at the top and then copying and pasting the page for each employee.
- At the start of a term, do your best guess to fill out the 'Hours required'. You can always update this and change it as plans change.
- You don't have to choose every single competency. While we hope you do most of them, you might want to simply delete a few of the ones you don't do.
- Consider having your trainee fill this out for themselves or in partnership with their boss and/or trainer.

On-the-Job Training Timeline for the Grant



On-the-Job Training Documentation for the Grant

On-the-Job Training Program Period Options:

- Fall Term
- Spring Term
- Summer Term
- Customized Term
- Entire Grant Period

Multiple OJT Plans can be uploaded.

Competencies text box needs to be populated if the OJT Plan upload does not detail the competencies. Welcome to use this text box for additional notes.

Prior to submitting a reimbursement request, the On-the-Job Training Program section must be complete and up to date.

On-the-Job Training Program

On-theJob Training Program Period	Begin Date	End Date
Hours Estimated	Hours Completed	Upload OJT Plan
		Browse Drag Files Here
Competencies		

Selecting the Right Trainer

1. Make roles clear – Understand right from the beginning who is leading the training, what's expected of them and who they can turn to for help.
2. Pick people who want to train others – Just because someone has been with the organization the longest doesn't mean they want to train other people (or that they will be good at it).
3. Involve the trainer in the planning process right from the start.
4. Check in regularly not just with trainees but with trainers too to see how things are going.

Jordan Vandervelde –
Workforce Development Advisor at
Children's Minnesota

Dual Training Grant Occupation -
Medical Assistant



The Kid Experts™

Questions and Answers

(How can we help?)

Upcoming Dual Training Grant Workshops

Grantee Workshops

<https://ohe.mn.gov/outreach-professional-resources/competitive-grants/dual-training-grant/dual-training-grant>

- 2025 DTG Open Office Hours (virtual)
 - October 2, 2025 @ 9:00am
 - January 8, 2026 @ 9:00am
 - February 5, 2026 @ 9:00am
 - May 7, 2026 @ 9:00am
- 2025 DTG Reimbursement Workshop (virtual)
 - **NEXT WEEK!** Thursday, September 25, 2025 from 1:00pm to 2:30pm
- 2025 DTG Reports & Next Term Prep Workshop
 - Thursday, December 11, 2025 from 1:00pm to 2:00pm

Upcoming Pipeline Events

Workforce Community Conversations:

- Sept. 24, 2025, from 10 to 11:30 a.m. at Alexandria City Hall, Alexandria. View the [event flyer](#) for more details.
- Sept. 25, 2025, from 9:30 to 11 a.m. at the Thief River Falls Public Library, Thief River Falls. View the [event flyer](#) for more details
- Oct. 2, 2025, from 10 to 11:30 a.m. at the Rochester Area Chamber of Commerce, Rochester. View the [event flyer](#) for more details.
- Oct. 7, 2025, from 10:30 a.m. to noon at the Redwood Area Community Center, Redwood Falls. View the [event flyer](#) for more details.
- Oct. 8, 2025, from 10:30 a.m. to noon at Dakota County Technical College (Dakota Room), Rosemount. View the [event flyer](#) for more details.
- Oct. 15, 2025, from 10:30 a.m. to noon at Maple Grove Community Center, Maple Grove. View the [event flyer](#) for more details.

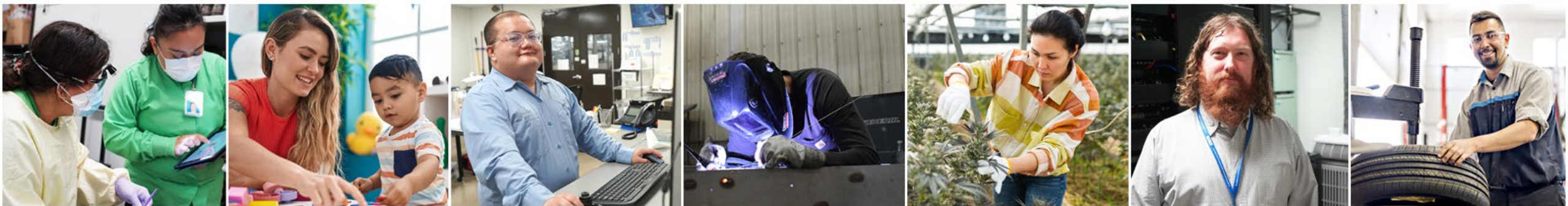
Upcoming Pipeline Events continued

Industry Forums:

- Oct. 21, 2025, 9 to 10 a.m.: [Child Care Industry Forum](#)
- Oct. 21, 2025, 1 to 2 p.m.: [Advanced Manufacturing Industry Forum](#)
- Oct. 22, 2025, 9 to 10 a.m.: [Transportation Industry Forum](#)
- Oct. 22, 2025, 1 to 2 p.m.: [Legal Cannabis Industry Forum](#)
- Oct. 23, 2025, 9 to 10 a.m.: [Health Care Services Industry Forum](#)
- Oct. 28, 2025, 9 to 10 a.m.: [Information Technology Industry Forum](#)
- Oct. 28, 2025, 1 to 2 p.m.: [Agriculture Industry Forum](#)

Speaker Series:

Join the next Speaker Series event from 9 to 10 a.m. on Nov. 18, 2025, featuring Rachel Rouse of Emerge Coaching and her presentation "Diverse Minds, Unified Goals: A Journey into Neurodiversity at Work." [Learn more and register.](#)



Thank You!

OHE & DLI are excited to continue our partnership!