

# OJT-Lesson-How to complete OJT module cover sheets

## OJT Training Module Cover Sheet

**Title:** How to... Complete OJT module cover sheets

**Type:**      Skill      Knowledge

**Performance Objective:** Trainee will be able to...

- Create a training module cover sheet using template provided

**Target Proficiency:**

- Awareness    Understanding    Perform w/ Supervision  
 Apply Independently    Proficiency, can teach others

**Trainer Preparation:**

- Have list of verbs used in objectives available

**Special Requirements:**

None

**Prerequisite Modules:**

None

**Notes:**

None

**Authors:**

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**Approved by:**

Marc Crouch, Training Coordinator, NSSC

Slide 1

# OJT Lesson

## How to Complete Training Module Cover Sheets

Slide 2

## Follow recommended format

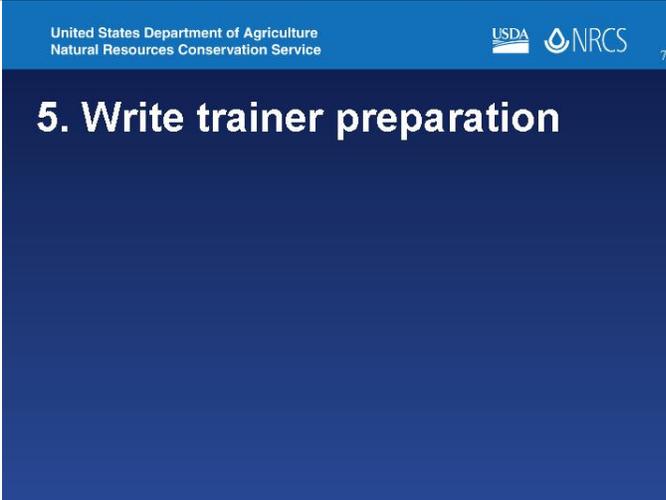
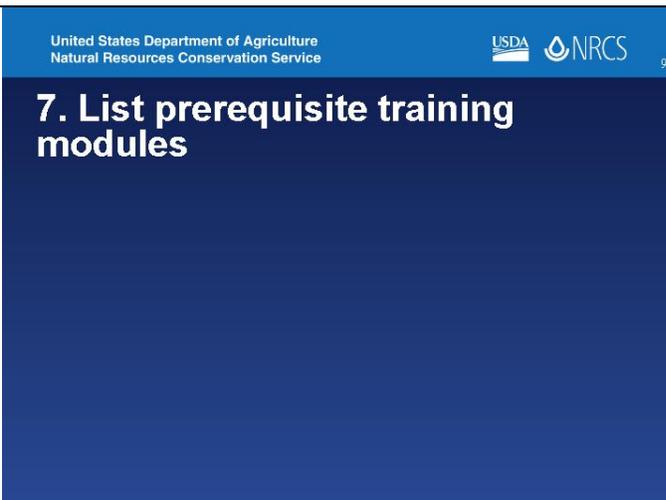
| OJT Training Module Cover Sheet   |  |
|---|--|
| Title: How to...  |  |
| Type: <input type="checkbox"/> Skill <input type="checkbox"/> Knowledge   |  |
| Performance Objective: Trainee will be able to...   |  |
| Target Proficiency:<br><input type="checkbox"/> Awareness <input type="checkbox"/> Understanding <input type="checkbox"/> Perform w/ Supervision<br><input type="checkbox"/> Apply Independently <input type="checkbox"/> Proficiency, can teach others |  |
| Trainer Preparation   |  |
| Special Requirements  |  |
| Prerequisite Modules  |  |
| Notes   |  |
| Authors   |  |
| Approved by   |  |

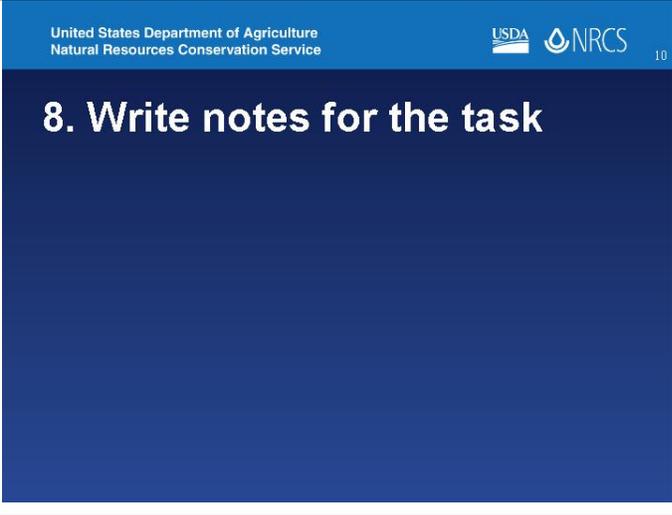
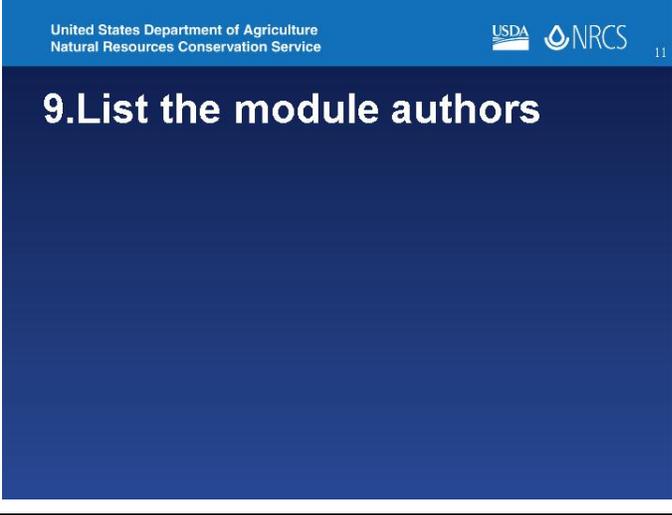
Slide 3

## 1. Write module title

Should be same as the corresponding training module.

|                       |  |  |
|-----------------------|--|--|
| <p><b>Slide 4</b></p> | <p>United States Department of Agriculture<br/>Natural Resources Conservation Service</p> <p>USDA NRCS</p> <p>4</p> <h2>2. Indicate the type of module</h2>  | <p>Either a skill or knowledge module.</p>   |
| <p><b>Slide 5</b></p> | <p>United States Department of Agriculture<br/>Natural Resources Conservation Service</p> <p>USDA NRCS</p> <p>5</p> <h2>3. Write a 3-part performance objective</h2>   | <p>To inform the trainer and trainee of the expected competency, ask yourself:</p> <ol style="list-style-type: none"> <li>What is the trainee expected to do upon completion of the training – this is the performance</li> <li>Under what circumstances or conditions is the trainee supposed to perform the task at the end of training – this is the condition</li> <li>How well is the trainee expected to perform the task at the end of training – this is the standard</li> </ol> <p>Combine and write the three parts in the following order: 1. condition, 2. performance, 3. standard.</p> <p>Example: “Using the Field Book for Describing and Sampling Soils, describe soil structure according to NCSS procedures.”</p> |
| <p><b>Slide 6</b></p> | <p>United States Department of Agriculture<br/>Natural Resources Conservation Service</p> <p>USDA NRCS</p> <p>6</p> <h2>4. Select the target proficiency</h2> <ul style="list-style-type: none"> <li>• Awareness</li> <li>• Understanding</li> <li>• Perform with supervision</li> <li>• Apply independently</li> <li>• Proficiency, can teach others</li> </ul> | <p>To indicate to the trainer and trainee what level of proficiency has been targeted for the training.</p>  |

|                |   |  |
|----------------|---|--|
| <p>Slide 7</p> |  <p>United States Department of Agriculture<br/>Natural Resources Conservation Service</p> <p>USDA NRCS 7</p> <h2>5. Write trainer preparation</h2>            | <p>To inform trainer of any required actions to take prior to the training.</p>                |
| <p>Slide 8</p> |  <p>United States Department of Agriculture<br/>Natural Resources Conservation Service</p> <p>USDA NRCS 8</p> <h2>6. List special requirements</h2>           | <p>To inform the trainer and trainee of special requirements.</p>                              |
| <p>Slide 9</p> |  <p>United States Department of Agriculture<br/>Natural Resources Conservation Service</p> <p>USDA NRCS 9</p> <h2>7. List prerequisite training modules</h2> | <p>List all modules that must be learned <b>before</b> being trained in the present module</p> |

|                        |   |   |
|------------------------|---|---|
| <p><b>Slide 10</b></p> |    | <p>Write any notes that might be of use or interest to the trainer or trainee.</p>  |
| <p><b>Slide 11</b></p> |   | <ol style="list-style-type: none"> <li>a. To ensure writers maintain ownership and to identify for trainers which people, in addition to the trainer, could provide help with the task.</li> <li>b. Write names of design team members who participated in writing the module.</li> </ol> |
| <p><b>Slide 12</b></p> |  | <p>Module may require National level review. In any case, module approval will come from then NSSC.</p>   |