

On-the-job training (OJT)

On-the-job training (OJT) is a practical approach to acquiring new competencies and skills needed for a job in a real, or close to real working environment.

On-the-job training isn't always standard practice, but it can increase productivity and efficiency in specific industries. Not only that, it can benefit the company as a whole, from reducing training costs to creating more effective, motivated employees. Rather than showing employees presentations or giving them worksheets, they learn about the job by doing it. This training happens at the workplace, with guidance from a Manager, Supervisor or another knowledgeable employee.

New employees that undergo on-the-job training get a first-hand look at all the work procedures they can expect to encounter. They learn workplace expectations, equipment operation, and any other skill they need to complete their job successfully. Often, new employees start by shadowing other employees and then move onto completing these tasks with supervision.

On Job Training for 4 months (740hrs minimum) after the completion of 5th semester (level 6) is an essential component of B. Voc. degree. The internship shall also carry credits to be added in the final evolution of skill components.

Objectives of On Job Training

There are all types of learners: some are visual, some are hands-on, and some do better by reading instructions. However, on-the-job training has incredible importance in today's workforce.

On Job Training allows employees to gain experience working in situations very similar to those they'll encounter on a daily basis. Employees will use the same tools and equipment they need for their job while being guided by an experienced trainer.

This allows employees to learn and practice their job while still in training. Other training methods, like online training or seminars, only give employees basic information rather than actual experience.

Benefits of On Job Training

On Job Training benefits employees and employers, and this next section will highlight some of the key benefits of On Job Training.

1. Faster training with real experience

People quickly learn what they need to do and perform their job on a good or acceptable level.

With on-the-job training, employees learn precisely what their job entails and ask any questions that arise while shadowing co-workers.

2. Faster adaptation to a new job

It is essential in industries with high turnover rates, e.g., hotel & restaurant business, retail, customer service, manufacturing, etc. It allows employees to learn processes in your organization faster and more efficiently.

3. In most cases, it is easy to set up

On-the-job training is one of the simpler training programs to set up. Because you already have employees that know the job, you have a knowledge base to draw from. You don't need to set up complicated presentations. You simply need to pick a high-performing employee to train new staff.

4. Trainee can perform simple job tasks from the beginning

Trainees start learning the easier parts of their job first. As such, they can take on small responsibilities before they even complete training. For instance, answering phones or directing customers to the correct store departments. If you are shorthanded and get busy, your trainee can assist, and this can ease the block in the workflow.

5. Retain good employees

Employee retention is crucial in any industry. However, employees aren't as effective if they're unsure of what exactly their job entails. On-the-job training shows employees exactly what duties they're expected to complete, and exactly how to complete them. As part of their training process, they practice each task expected of them and get detailed information about what processes their job involves.

6. Attract the right people

On-the-job training allows companies to find the right people for the job because they show capability during the training process. Also, by offering on-the-job training, companies become more attractive to potential employees.

7. Team building

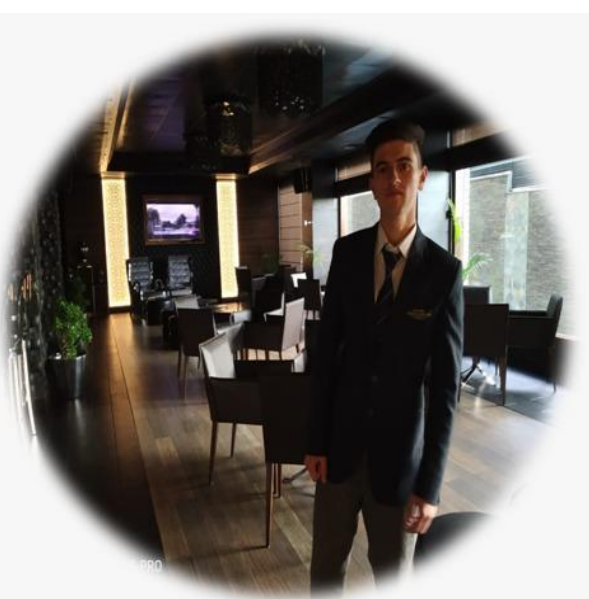
With on job training, new employees meet their new co-workers right away and start becoming part of the team. This creates familiarity and opens up opportunities for new employees to ask questions, even if their training is complete. Additionally, trainees become more familiar with various workplace departments and can expand their skill set over time.

8. Financial benefits

On job training happens as part of the regular workday and requires less time. So, the employer saves money on training, and at the same time, the employee performs some of the work duties and brings additional profit to the company.

On Job Training of Hospitality & Tourism 2019-2020
Level- 7 Total no of students attended OJT- 33
Duration-740hrs (minimum)

Department of Vocational (B. Voc), Hospitality & Tourism organised an OJT for the students of 3rd year, level -7 at different locations with the reputed Hotels. OJT started from **15/01/2020-30/05/2020**. This OJT has been completed under the guidance of **Dr Amrik Singh**



On Job Training of Hospitality & Tourism 2020-2021
Level- 7 Total no of students attended OJT- 29
Duration-740hrs (minimum)

Department of Vocational (B. Voc), Hospitality & Tourism organised an OJT for the students of 3rd year, level -7 at different locations with the reputed Hotels. OJT started from **10/08/2021-15/11/2021**. This OJT has been completed under the guidance of **Dr Amrik Singh**



On Job Training of Hospitality & Tourism 2021-2022
Level- 7 Total no of students attended OJT- 36
Duration-740hrs (minimum)

Department of Vocational (B. Voc), Hospitality & Tourism organised an OJT for the students of 3rd year, level -7 at different locations with the reputed Hotels. OJT started from **10/01/2022-30/04/2022**. This OJT has been completed under the guidance of **Dr Amrik Singh**.



On Job Training of Hospitality & Tourism 2022-2023
Level- 7 Total no of students attended OJT- 30
Duration-740hrs (minimum)

On job training is an essential part of the B. Voc course. Students get benefitted with the practical knowledge which they get during the period of their OJT. Keeping all these points in mind Department of Vocational (B. Voc), Hospitality & Tourism organised an OJT for the students of 3rd year, level -7 at different locations with the reputed Hotels. OJT started from **10/12/2022-15/06/2023**. This OJT has been completed under the guidance of **Mr. Pankaj Verma**. Students were placed in very prestigious hotel chain property for their final OJT where they were getting very good stipend along with free accommodation facility. Names of the hotels are given following: **ITC (CHAIL), THE OCEAN PEARL, (BANGLORE), HOTEL RAMADA PLAZA (CHANDIGARH), GOLDEN FERN (SHIMLA), HOTEL REGENTA(CHANDIGARH), MAPEL RETREAT (MANALI), SAROVAR PORTICO (MASHOBRA)**

