



# Training Needs Identification Checklist for Manufacturers

If 2 or more of these checkboxes are ticked, you should consider implementing a structured on the job training approach in your manufacturing company.

On the job training is a powerful approach that empowers employees to solve problems, and build a sustainable method of cross training.

Employees achieve objectives faster through structured OJT more than any other method and typically return results 2 - 3 times faster than traditional OJT

The effectiveness of any given training approach depends on two main considerations:  
 = The amount of time that elapses between training events and opportunity to use  
 AND  
 The match between training setting and job setting

- You've recently added new hires
- You have temporary workers who need to get up to speed quickly
- Your employees were recently promoted to new jobs
- Your employees were part of job rotations / transfers
- You have high accident rates or safety violations
- You are experiencing high turnover
- Your product lines change frequently
- You've recently introduced new or advanced technology into work areas
- Your quality is frequently poor or uneven
- Your productivity is lagging
- You've recently implemented continuous improvement efforts (such as ISO or lean)
- You lack standardization or consistency in task performance
- Your employees are not all multi-skilled or cross-trained
- You have little or no written procedures for various tasks
- Your existing procedures are out-of-date or incomplete
- Your procedures are written one way, but tasks are performed another way
- There are no competencies defined for given tasks
- Skill levels in employees are imbalanced
- Your operating costs are high
- Your processes and procedures are inefficient
- Your employees frequently perform incorrect actions or make errors
- Existing on-the-job trainers are not effective
- Your training now is not timely or effective
- Your employees have no opportunities to upgrade skills / knowledge
- There is a lack of understanding about why things are done in a certain way