Making OJT’s Work for You
<table>
<thead>
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<tbody>
<tr>
<td>Policy Manager</td>
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<tr>
<td>Kansas Department of Commerce</td>
<td>Southeast KANSASWORKS</td>
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</table>
• Training is delivered by eligible businesses
• Customized training to address skill gaps
• Time-limited
• Reimbursement for extraordinary costs of training
• Adaptable to a wide range of occupations
• Effective strategy for employing a diverse array of job seekers
OJT under WIOA

- No sequence of service for enrolling in OJT
- Enhanced reimbursement (up to 75%) in special cases
- Effective OJT’s will enhance WIOA performance measures
- Links between OJT and Registered Apprenticeship
- Excellent strategy for job seekers with barriers to employment
Benefits of OJT for Businesses

- New hires are trained to specifications
- Widens pool of job-ready talent
- Mitigates risks and training costs for new employees
- Financial benefit of reimbursement for training costs
OJT Benefits for Job Seekers

• Greater chance of long-term employment
• Alternative to classroom training
• Helps to secure employment with a business committed to employees
• Verifiable skills upgrade
• Financial benefit of “earn while you learn”
OJT Benefits for the Workforce System

• Excellent way to build and expand business services
• Supports small business training needs
• Increased likelihood that training will produce positive outcomes
• Effective strategy for dislocated workers and adults with employment barriers
• OJT and ITA funds can be used for Registered Apprenticeship
Common Challenges and Solutions

Business may think OJT is a bureaucratic government program

Solution:
• The process can be very simple and streamlined
• Templates are available for OJT contracts
• Workforce staff can take care of much of the paperwork
• Checklists and OJT guides are readily available for businesses
Common Challenges and Solutions

Too much time and effort to develop OJT training plans

- Solution: Local area assistance
  - Local areas can employ staff dedicated to executing and monitoring OJT training plans and contracts
  - Local areas can help write job descriptions on which training plan is based
  - Easily access to O*NET Online database with job descriptions
  - Local area staff and help identify skill deficiencies as basis for training plan

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Common Challenges and Solutions

Lack of staff to identify and target OJT businesses

• Solution: Use others to help spread the word about OJTs
  • Cross-train existing staff on an OJT “sales pitch”
  • Cross-train partner staff on OJT “sales pitch”
  • Empower job seekers to include OJT as part of their job search strategy
Local Area V Processes

• Local Area V utilizes a functional service team model
• Utilizes a single point of contact
• The Business Service Representative gathers the necessary up front information to start the OJT process
Local Area V Processes cont.

- Establishing training tasks for the business
- Determining the skills gap between job seeker and position
- We have worked over the last few years to make the OJT process seamless and pain free for employers, doing our part to saving them time and energy.
Local Area V OJT Count

Program Year Comparison of OJTs

- OJT Contracts: 41 (PY15), 20 (PY16), 76 (PY17)
- Successful Completions: 27 (PY15), 13 (PY16), 53 (PY17)
- Individual Businesses: 16 (PY15), 15 (PY16), 39 (PY17)
Employer Testimonial

“Wes’ Recycling has benefited greatly from the OJT program through Kansas Works! It has enabled us to bring in employees at a competitive rate and provide them the training they need to be successful within our company. The resources from the OJT program have been crucial to our success in hiring, training, and retaining quality employees. Thanks for all that you all put into this great Kansas resource!”

-Bernard M. Streeter Operations/HR/Safety Manager Wes’ Recycling Inc.
OJT Culture – Statewide

• All 5 local areas in Kansas have come together through a Customer Centered Design process to redesign the Kansas OJT service delivery approach.

• Striving for consistent OJT culture with respect to employer outreach, OJT process, OJT evaluation, and customer focus (both employers and job seekers).
On the Job Training – Next Steps

• See the State OJT website for information and videos:
  https://www.kansascommerce.gov/1076/On-the-Job-Training

• See the hand-outs

• Contact your local area representative
Questions?
Thank You!

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