

DE LA SALLE UNIVERSITY DASMARINAS

On-the-Job Training Plan Human Resource Management Major

OJT Section Code:

Training Plan Code:

Contact and OJT Information

Complete the contact information for the Employer and the Trainee.

EMPLOYER NAME:	CONTACT PERSON:	TELEPHONE #:
TRAINEE NAME:	EMAIL:	TELEPHONE #:
BEGINNING DATE:	END DATE:	TOTAL TRAINING HOURS:

Occupational Information

Complete the occupational information for the Trainee's skill level.

JOB TITLE: OJT GENERIC HR		HOURS/WEEK:
JOB DESCRIPTION: SKILLS AND KNOWLEDGE OF GENERAL BUSINESS OPERATION		
REQUIRED JOB SKILLS FOR OCCUPATION:		STARTING CAPABILITY: DATE MEASURED
1. SOCIAL SKILLS - CAPACITY TO WORK WITH OTHERS IN WORK ENVIRONMENT		NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
2. Recruitment and Selection Recruitment is the process of attracting, evaluating, and hiring employees for an organization Selection is the process of selecting a qualified job candidate for a job who can successfully do it and add value to the organization.		NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
3. Development A core function of HR management is development, which entails training efforts designed to improve personal, group, or organizational effectiveness.		NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
4. Performance Evaluation Performance evaluation is the process of assessing an employee's job performance and productivity, usually for a specified period of time.		NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
5. Career Path Management Career path management requires HRM to plan and then actively manage employee skills in the pursuit of successful professional careers		NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>

Training Information

Complete the training outline and estimated time for each skill.

SKILLS TO BE LEARNED:	ESTIMATED TRAINING HOURS:	END CAPABILITY DATE MEASURED
1. PLANNING FOR A.) WORKFORCE REQUIREMENT B.) RESOURCE ALLOCATION	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
2. SOCIAL SKILLS A.) WORKING IN A WORK ENVIRONMENT B.) CLIENT HANDLING (BOTH INTERNAL AND EXTERNAL)	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
3. Recruitment and Selection Familiar with the process of attracting, evaluating, and hiring employees for an organization Proficient in the process of selecting a qualified job candidate for a job who can successfully do it and add value to the organization.	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
4. Development Able to design a development plan, which entails training efforts designed to improve personal, group, or organizational effectiveness.	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
5. Performance Evaluation Efficiently and comprehensively perform evaluation in assessing an employee's job performance and productivity, usually for a specified period of time.	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>

Signatures

All parties agree to provide or obtain training for the skills outlined in this Training Plan.

Authorized Signatures

DATE:

TRAINEE SIGNATURE:

TYPE/PRINT NAME:

DATE:

OJT PROVIDER SIGNATURE:

TYPE/PRINT NAME: