

## How do I start an On-the-Job Training Program?

A simple phone call to our office begins the process.

- ➡ Call the Workforce Partnership of Greater Rhode Island Office at (401) 462-8730 and a representative will schedule an appointment to meet with you at your place of business or at our office on Pontiac Avenue in Cranston.
- ➡ A representative will work with you to design a training outline and determine the training period.
- ➡ *netWORKri* staffers will refer potential OJT candidates for your consideration.
- ➡ Once the training outline and time frame are set, a contract agreement can be finalized and signed. (Please note: Until this happens, the trainee can not start working.)
- ➡ A representative will assist you in completing monthly requests for reimbursement.



**An effective and economical way to hire and train new talent for your business**

## The Workforce Partnership of Greater Rhode Island Offers...

- ➡ Information and referrals to alternate resources for companies and business consortia.
- ➡ Facilitation of employer participation in federal, state and local workforce development programs.
- ➡ Coordinator of job fairs, grant application workshops and education linkages.
- ➡ Support to industry groups and associations.
- ➡ Development of customized training programs to address employer skill shortages.

For more information about these and other services, contact the Workforce Partnership of Greater RI at (401) 462-8730.



BUILDING TOMORROW'S WORKFORCE TODAY

[www.griworkforce.com](http://www.griworkforce.com)



**Workforce Partnership of Greater RI  
RI Department of Labor and Training  
1511 Pontiac Avenue  
Cranston, RI 02920**

DLT is an equal opportunity employer/program. Auxiliary aids and services are available on request to individuals with disabilities.  
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# On-the-Job Training

## Grant Opportunities for Today's Employers



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## On-the-Job Training: Your Employment Solution

On-the-Job Training (OJT) can help new hires build the specialized skills necessary to your company's operations. You as the employer conduct the training while the new employee learns at your work site, with your equipment and alongside your more experienced workers. Training may last up to six months, during which time your company may be reimbursed up to 90 percent of the participant's salary.

On-the-Job Training specialists will work collaboratively with you to outline the specific skills and training goals required a particular job opening. Once an eligible candidate is chosen, you as the employer sign an OJT contract with the Workforce Investment Board. Then, once a month you simply submit a reimbursement form to receive up to 90 percent of wages paid during that time period.



### Who can be an OJT employer?

An OJT company can be any company or business that has a job opening for a skilled worker and qualified individuals are not readily available.

The position must meet a current or anticipated demand for trained and experienced individuals, and constitute full-time, permanent employment. Many occupations qualify for On-the-Job Training, including cooks and kitchen help, tax preparers and administrative staff, as well as various construction and manufacturing occupations.

### Recruiting Talent

*netWORKri* will identify and refer appropriate candidates for on-the-job training. The *netWORKri* staffers are trained to match the skills and interests of job seekers with appropriate employment opportunities, and have a wealth of tools available to them to assess and verify job seekers' technical expertise and soft skills. The employer can then choose whom to hire from these referrals.

### How does an employer access OJT funds?

On-the-Job Training is funded by the federal Workforce Investment Act and administered by your local Workforce Investment Board, the Workforce Partnership of Greater Rhode Island. An OJT specialist will meet with the employer to discuss specific training needs, job information, entry level requirements and expected outcomes for the OJT program. A training outline is designed that summarizes specific skills and the training goals for the position.

The whole process from preliminary discussion to contract development involves only one or two meetings with the employer. Throughout the program, our staff is available to provide you with on going assistance.



The end results of On-the-Job Training are **well-trained, talented new employees** - a win for both the employer and the new employee