



Workforce Issuance

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☐ Policy ☒ Information

To: Chief Elected Officials
MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MDCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
MassHire Department of Career Services

Date: January 7, 2022

Subject: Training to Administer On-the-Job Training (OJT)

Purpose: To notify MassHire Workforce Boards, MassHire Career Center Operators, MassHire Career Center Directors, and other workforce partners of training to administer On-the-Job Training (OJT) offered on **Tuesday, February 1, 2022, from 9:00am to 10:30am.**

Background: On-the-Job Training (OJT) provides WIOA eligible participants occupational skills and training essential to the performance of a specific job. OJT is an “earn and learn” employment model where participants may upgrade, retool, and increase employability skills. OJT addresses local employers’ workforce needs, enhances the skills of the participants and aids employers in attaining qualified, skilled workforce with the competencies that are needed.

The On-the-Job Training (OJT) program assists employers with:

- Designing hands on training for new staff for a specific job
- Payment reimbursement to offset training costs
- An opportunity to train employees with knowledge and skills that are essential for full and adequate job performance.

Melissa Scibelli from the MassHire Hampden County Workforce Board and Andrea Kingman from the MassHire Greater Brockton Career Center will facilitate training on how to administer the **On-the-Job Training (OJT): Earn While You Learn Model** on Tuesday, February 1, 2022, from 9:00am to 10:30am.

The training will cover the following topics:

- OJT Model Overview and Benefits
- Eligibility: Employer and Customer
- OJT Process: Working with the Employer and Customer
- OJT Document/Paperwork Review
- MOSES Data Entry
- Technical Assistance/Resources

Sign-up for the training through Eventbrite at the link below:

<https://www.eventbrite.com/e/on-the-job-training-ojt-earn-while-you-learn-model-tickets-241155862677>

Action

Requested: Please share with all managers and staff as appropriate.

Inquiries: Please contact Melissa Scibelli at mscibelli@masshirehcbw.com with inquiries.

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