

JOB SITES AS TRAINING AIDS

A discussion of training aids invariably deals with devices ranging from closed circuit television to charts and posters. Seldom do trainers seem to realize that the plant itself is one big training aid. It is interesting that frequently visitors tour and appreciate the over-all picture of the plant or department more often than the people who work there. In fact, many a guided tour can be greatly improved by utilizing some simple teaching devices such as use of color and labels to clarify parts and functions for visitors as well as trainees.

It is important that trainees see the whole picture whenever possible. You should consider the advisability of bringing trainees to job sites to observe the operation of machinery and equipment. The best kind of training environment attempts to reproduce the job environment as realistically and as faithfully as possible. Sometimes, for very good reasons, training is done in a "schoolish" atmosphere. One of the most important reasons for actual on-the-job training is to provide the real environment and atmosphere. You should consider the job-site visit as a training method when:

1. Training is done in an area removed from the job environment.
2. Job-site visits provide training experience that you cannot duplicate.
3. Transition from training to job is made easily and more effectively.

Prepare the group for the visit. Clear the visit with the supervisor or manager of

the work area so that you do not interfere with production or enter a hazardous situation without preparation. Discuss the visit with the group; tell them what to be alert to. Be prepared with safety equipment if it is required. You might even use a prepared checklist in place of notetaking, which is not recommended when the primary purpose is visual observation.

You should plan the visit from the standpoint of good instructional techniques. Be prepared to point out highlights. Develop the visit in a sequence which is best for learning. Sometimes it is not the exact sequence of operation; however, you can repeat the tour or point out the operation as you find it necessary.

You might consider yet another device. If you can get permission, print numbers and titles on the various pieces of equipment or at the location of the unit where a process takes place. The notation might even include a brief piece of information. The numbers will assure continuity and sequence, and the titles and information will give you the material for discussion which in normal circumstances would appear on your lesson plan. Your "tour" will be permanent and always available for further use.

The trip can become a big training aid which gives substance and meaning to your training. It will give the trainee insight into and understanding of what he must learn about the job.

OFFICE OF ECONOMIC OPPORTUNITY REPORTS POVERTY REDUCED

An estimated four million Americans climbed above the poverty line in 1968, according to the Office of Economic Opportunity. Official figures aren't compiled yet, but Secretary of Health, Education and Welfare Wilbur Cohen has said the indicators point toward that figure. Last August, Acting OEO Director Bertrand Harding told a White House Cabinet session that more than seven million Americans had escaped poverty in three

years — 1965-67, with 1967 accounting for nearly half that total.

These numbers mean that millions more who are still poverty stricken are finding not only "hope" but measurable progress through the systems that deliver services in the legal, medical, educational, housing and job training fields. 1968, then, was a year in which the causes and conditions of poverty continued to diminish.

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