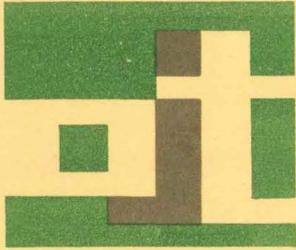


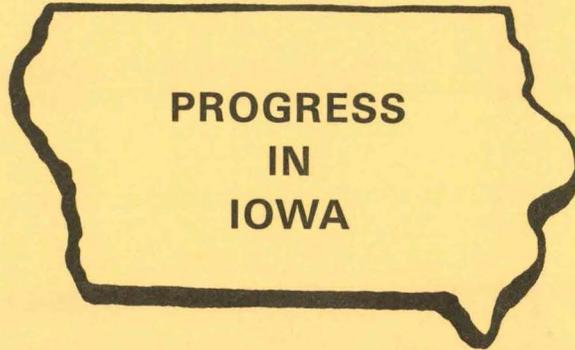
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IOWA STATE MANPOWER DEVELOPMENT COUNCIL

ON-THE-JOB TRAINING

500 EAST LOCUST STREET DES MOINES, IOWA 50319 TELEPHONE 515 / 281-5965



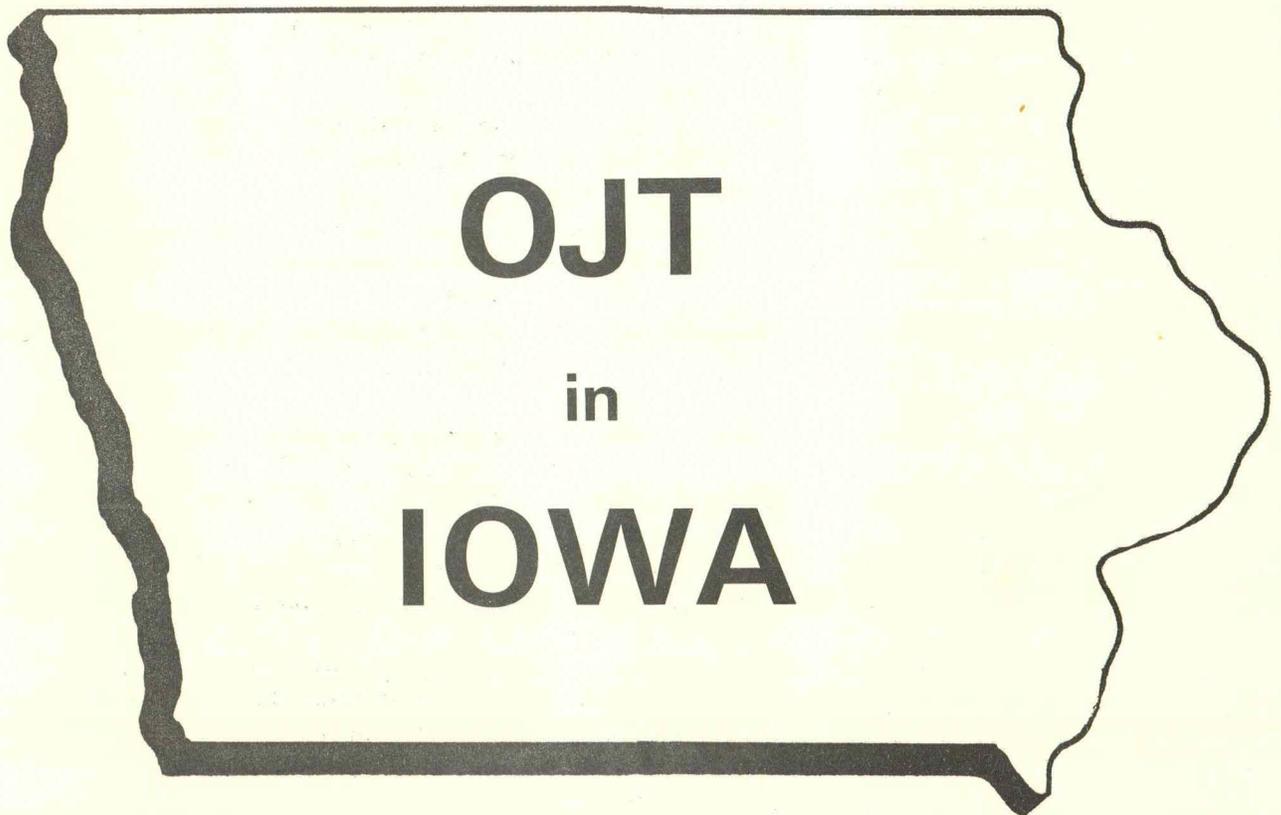
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ON-THE-JOB-TRAINING

The Story of



OJT

in

IOWA



NEW SKILL TRAINING

Since December of 1965 the Iowa State Manpower Development Council has administered a statewide On-The-Job Training program. This is one of the easiest of all federal programs to explain. In OJT a person is placed on the job for training in a new skill. At the end of the training period—from 8 to 26 weeks—the trainees who successfully learn new skills are retained by the employer as a regular employee.

During the training period the trainee is paid a regular salary for his position, and the employer is reimbursed for teaching the new skills—up to a maximum of \$25 per week.

The Iowa State Manpower Development Council is an experimental and demonstration project of the United States Department of Labor. It was started in July, 1965 and was to operate for 18 months. Because of the success of the Manpower Development Council, the U. S. Labor Department has continued its contract until December, 1967. As a state agency, it operates out of the Office of the Governor.

Purpose of the Council is to coordinate the vast number of manpower programs in Iowa and to strive for the maximum development of human resources in the state.

Very little of Iowa's allocation of OJT funds were being used prior to the establishment of the Manpower Development Council. Now, all allocated funds are being put to use.

Money for OJT and other programs under the Manpower Development and Training Act comes from the Bureau of Apprenticeship and Training—part of the Manpower Administration of the federal Department of Labor.

OJT is the least expensive of all federal training programs, and the cost per trainee in Iowa during 1966 was the lowest in this region.

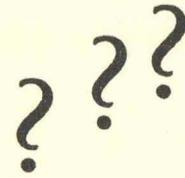
When OJT first was introduced as a national program, large numbers of trainees were assigned to large manufacturing concerns. The program in Iowa has focused on the needs of the individual, and only a few trainees—sometimes only one—have been placed with any particular employer. The small businessman has benefited from this aspect of the program.

The Manpower Development Council was originally granted \$100,908 to place 200 trainees in four areas of Iowa during 1966. The program moved faster than anticipated, and the grant was increased to \$266,319 to provide training for 500 Iowans, and extended to the entire state.

The OJT program in 1966 served a total 600 trainees, and 188 employers. Of the total number of trainees, 411 completed training successfully and are now taxpaying members of the Iowa labor force.

Mrs. Helen Thomas is training under OJT as an auto mechanic at Langwith Motors in Davenport. "I enjoy the work and making my own way," says Mrs. Thomas. Kenneth Stringer, vice president of the auto firm says, "I think this is an excellent way of helping people to enter or re-enter the labor market."





WHO ARE THE TRAINEES?

The trainees embrace a wide cross section of young men and women, and those not so young. Some are handicapped because of social barriers, some because of physical limitations. Some are from rural backgrounds. They have in common a record of unemployment or underemployment. All need new skills to enter the labor force, some need employment counseling.

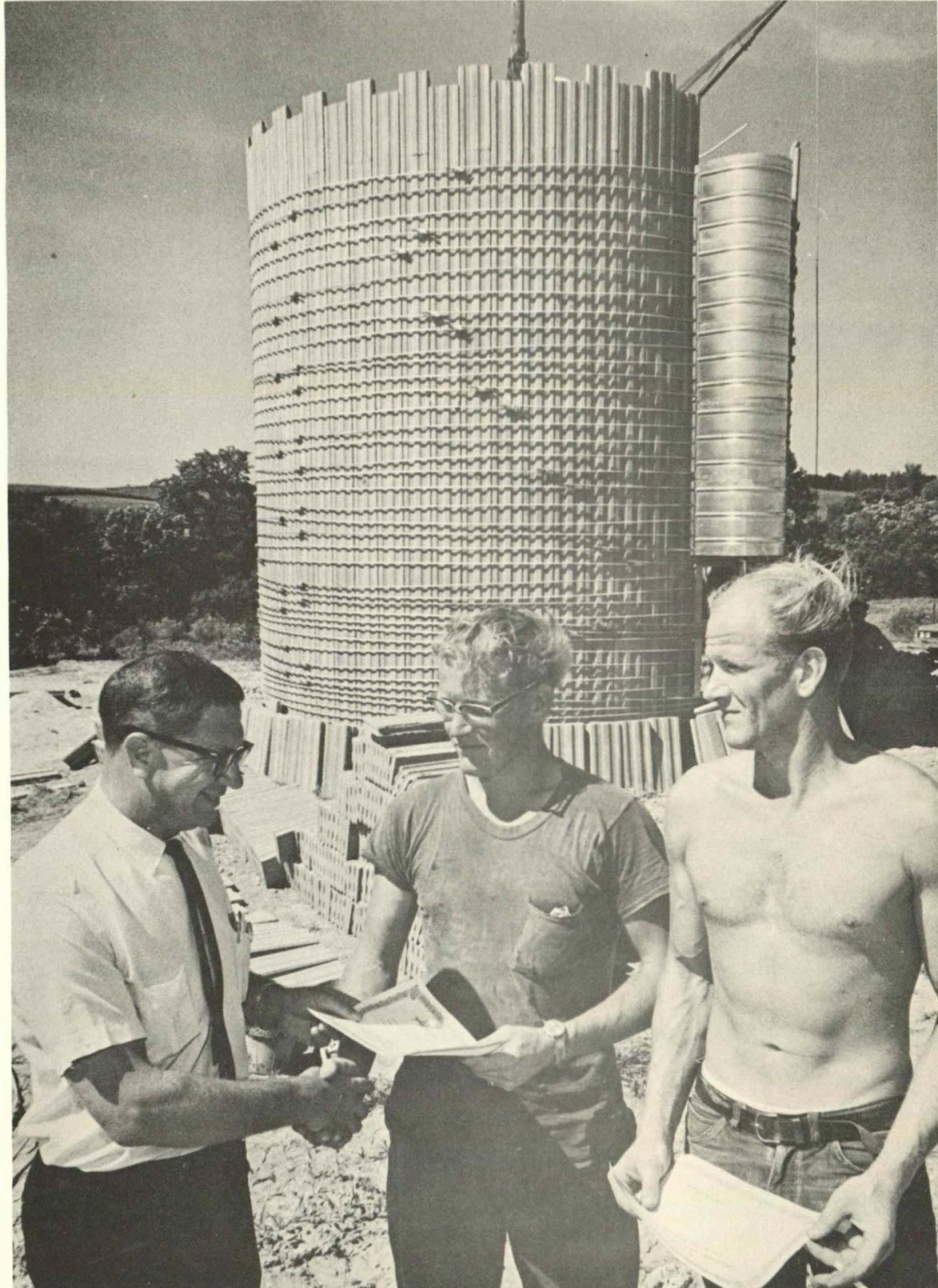
Trainees are referred to the OJT project from many public and private agencies. They are referred from Employment Service, from various welfare agencies, from Vocational Rehabilitation, some have been automated out of their previous jobs.

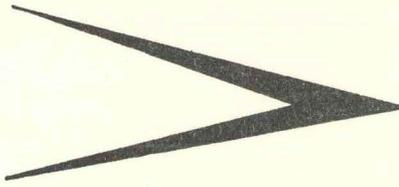
An attempt is made to place each trainee in a position where he will do well, and one which he will like—and one which will be satisfactory to the employer.

An appendix at the end of this report shows some of the characteristics of the trainees.



These two young men received certificates of successful training completion from Don Dripps of the Vinton Concrete Crib and Silo Company. They were among the first placed on OJT in Iowa.





'67

LOOK TO THE FUTURE

The Manpower Development Council is now operating the OJT project under a new contract for 1967.

While there are some new aspects of the program, designed to get more training per dollar and to utilize other federal training programs, the emphasis is still the same: help the individual gain better marketable skills, and to help the employer meet job shortages.

A State Manpower Coordinating Committee has been established to improve planning, coordination, and programming of all manpower programs in Iowa. Under this committee are 16 Area Manpower Coordinating Teams in 16 areas of the state. The local teams meet to make sure each trainee is given an opportunity to benefit from as many different programs as he needs to enter the labor force at his best level. A major function of the area teams and the state Committee is to avoid overlap and duplication of effort.

Team representatives include among others, men and women from Community Action Agencies, Neighborhood Youth Corps, Employment Service, Manpower Development Council, Vocational Rehabilitation, and Vocational Education and Welfare Agencies.

The 1967 OJT program allocates \$280,670 for On-The-Job Training for 262 trainees. In addition, the Manpower Development Council will share with Employment Service and Vocational Education the responsibility for initiating and planning classroom training programs for 384 of the 662 allocated slots for trainees.

Classroom programs have been allotted \$139,400 for instructional costs and equipment, and \$86,480 for trainee allowances.

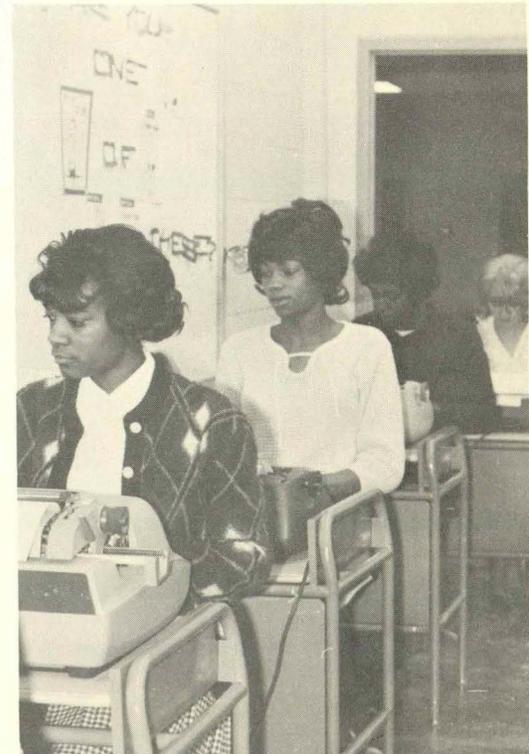
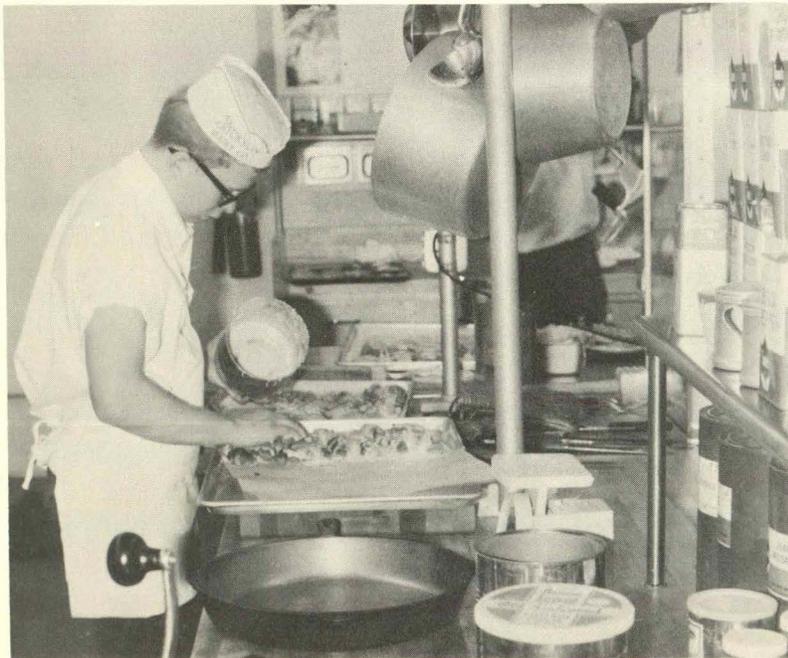
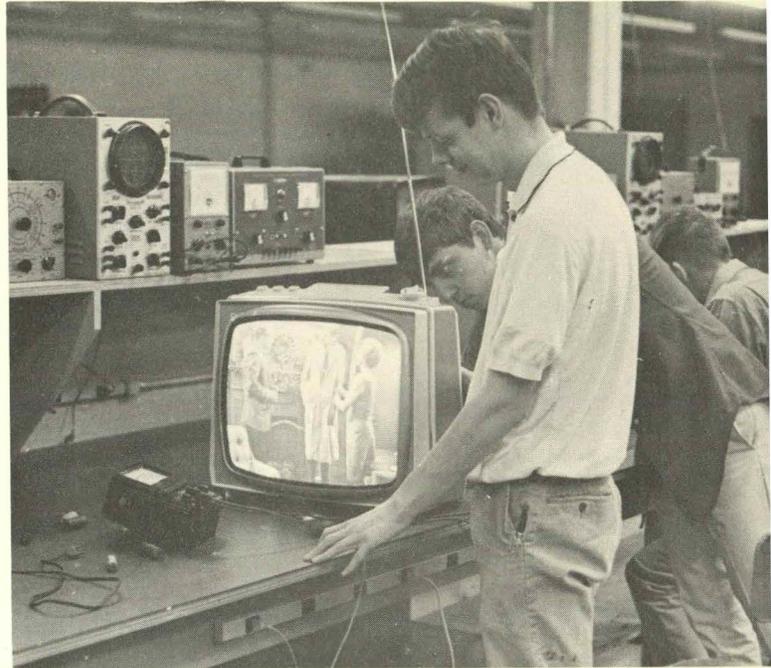
These coupled programs will enable a trainee to take some classroom work—to brush up—prior to being placed on the job for further skill development.

It has been the experience of those in manpower fields that straight classroom training costs are rather high (about \$1,200 per trainee), in comparison with the average OJT cost of \$504.

On the other hand, it has been also noted that some OJT trainees meet with frustration because of a lack of education and experience.

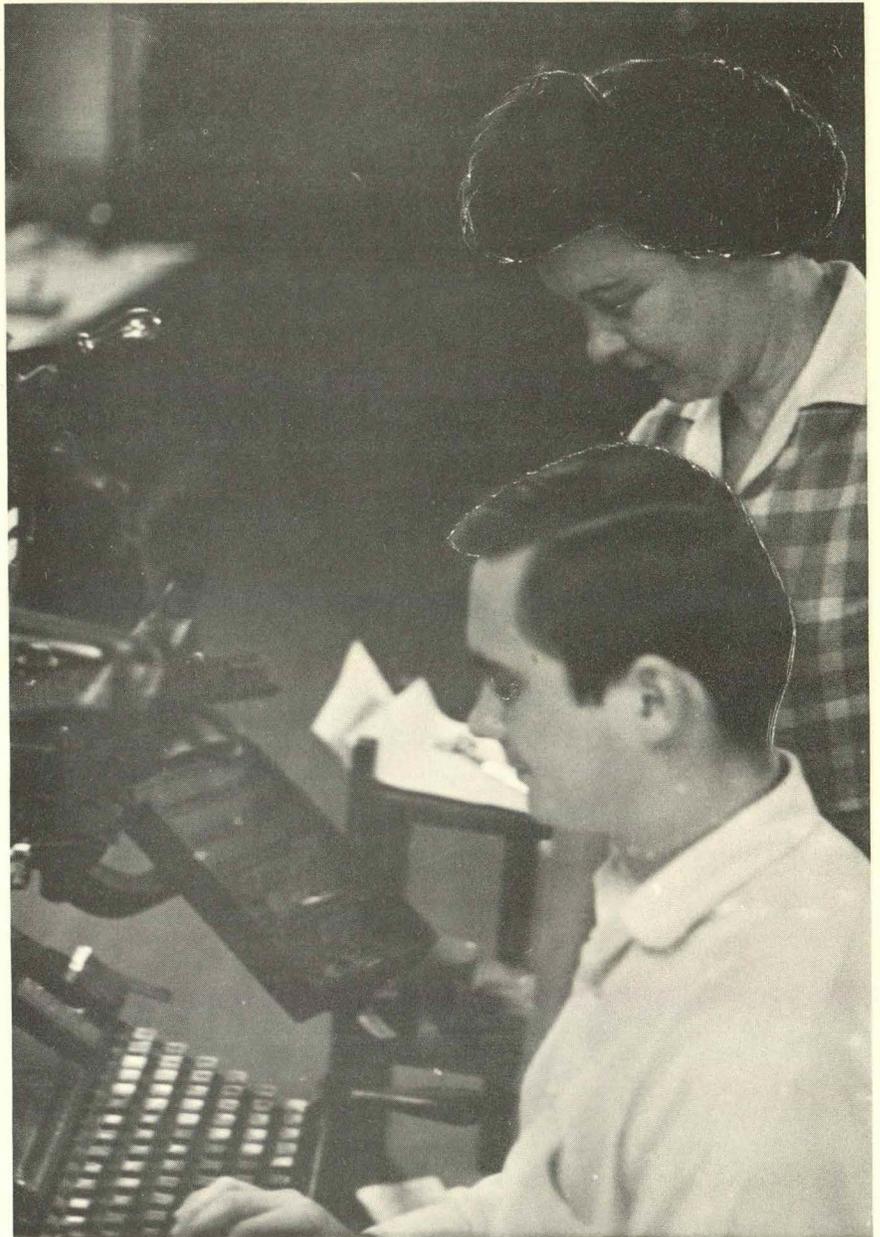
The solution, it seems, is to combine classroom and OJT programs—both to lower total manpower training costs and to increase the quality of training and skill development.

These students are supervised in classroom-type situations at the Manpower Development and Training Act facility in Des Moines. After completion of classroom and practical work, some of these students will be placed in new jobs, others will be placed in On-The-Job Training positions for further skill development before becoming regular employees. The coupled-program approach is new in Iowa.



**Cities in which
OJT Contracts have been Written**

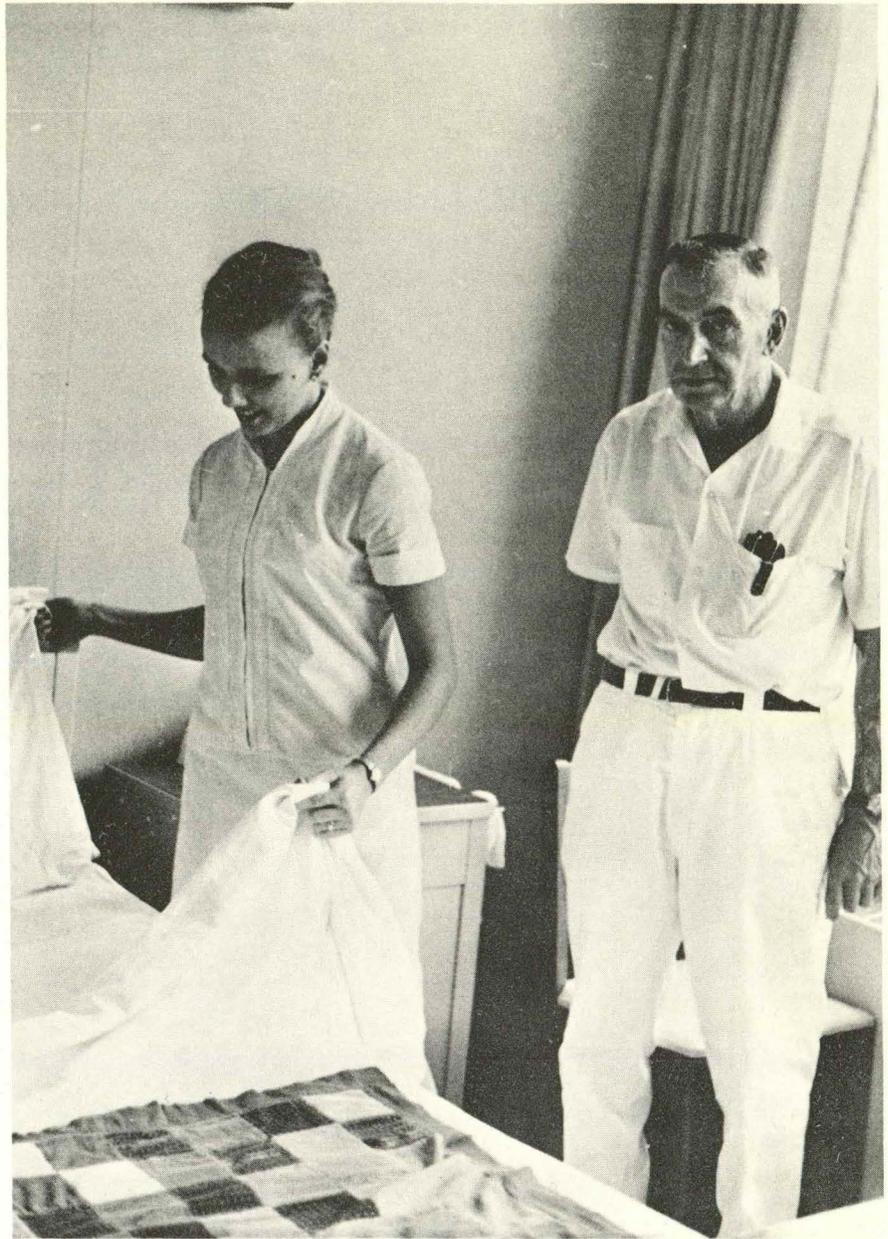
Albia	Mediapolis
Algona	Milford
Ames	Monroe
Anamosa	Moravia
Ankeny	
	Nevada
Bernard	New Sharon
Boone	Newton
Brighton	Northwood
Carson	Oelwein
Cedar Rapids	Onawa
Centerville	Orange City
Central City	Oskaloosa
Clear Lake	Ottumwa
Corydon	
Council Bluffs	Panora
	Pella
Davenport	
Delhi	Riceville
Des Moines	Rock Valley
Eldora	Sac City
Elgin	Shenandoah
Emmetsburg	Sibley
Fort Madison	Sidney
	Sigourney
Glenwood	Sioux Center
	Spencer
Hartley	Spirit Lake
Holstein	Storm Lake
Independence	Tipton
Iowa City	Tripoli
Keota	Underwood
	Ute
Lake View	
Laurens	Vinton
LeMars	
	Washington
Malvern	Webster City
Manchester	West Liberty
Manning	West Union
Marengo	Wilton Junction
Marshalltown	Winfield
Mason City	Woodbine



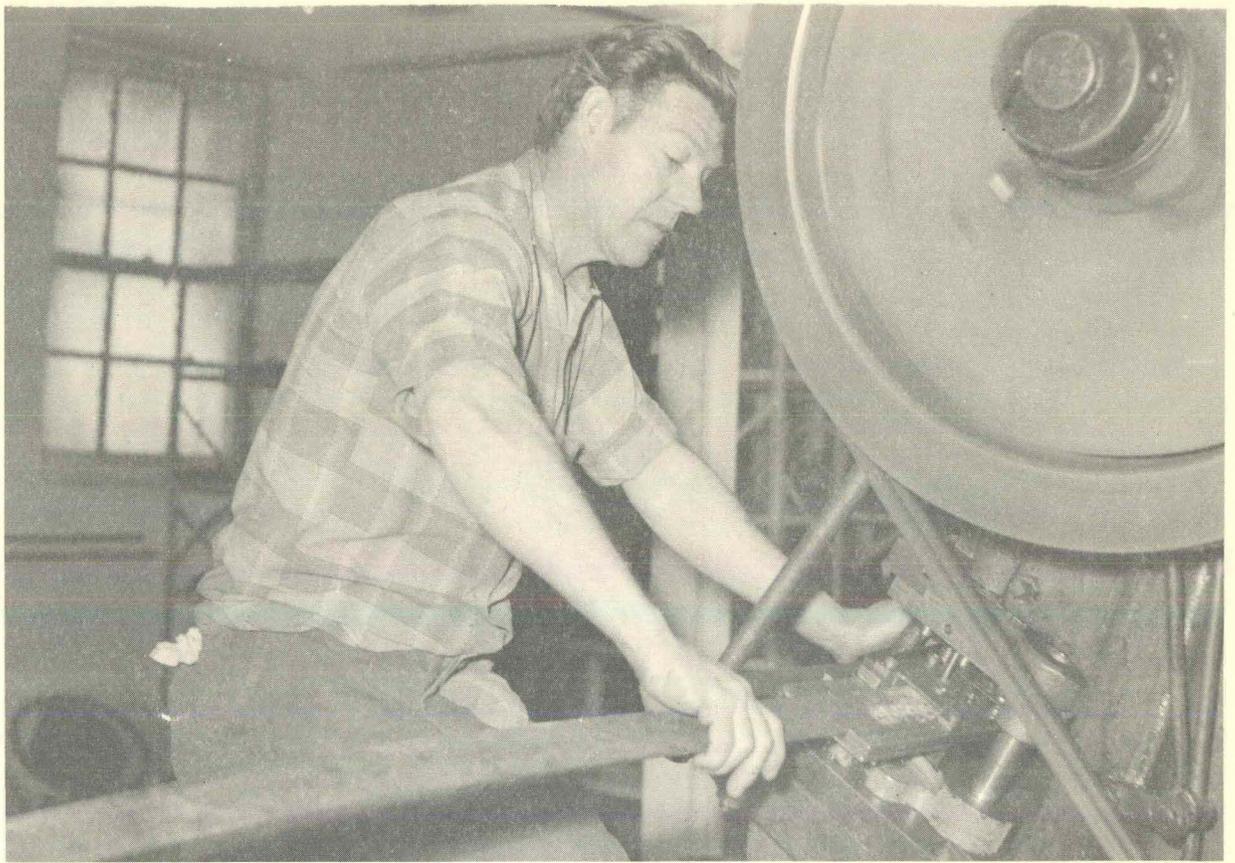
Larry Netten gets training from Mrs. Milo Miller in the operation of a Linotype machine at the Keota Eagle newspaper office in Keota. Larry is being trained as a printer's helper in a variety of tasks. Paper is published by R. F. "Bob" Beck.



Two OJT trainees are shown working in a ward of the Soldiers Home in Marshalltown. Both had sight problems which proved a barrier to employment. At right is Linda Watson. Turning crank on hospital bed is Arthur Hays. They are orderlies. They may be trained as practical nurses later.



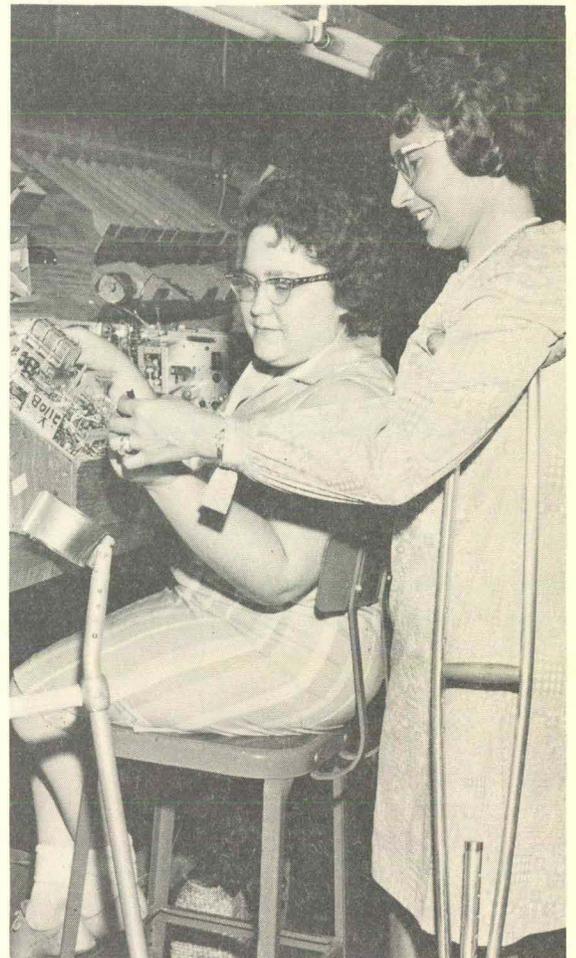
Two more OJT trainees who have had successful training at the Soldiers Home in Marshalltown are Kathy Harper and Hank Grapes. Age and lack of experience can be handicaps to full employment without additional training. Besides training people for new work, OJT has helped fill critical jobs—like orderlies in hospitals.



Charles Elsinger is receiving training as a Machine Operator at Mo Re C., Inc. Council Bluffs, Iowa. Mr. Elsinger is married and has five children. Lacking a saleable skill he had difficulty finding suitable employment before entering OJT.

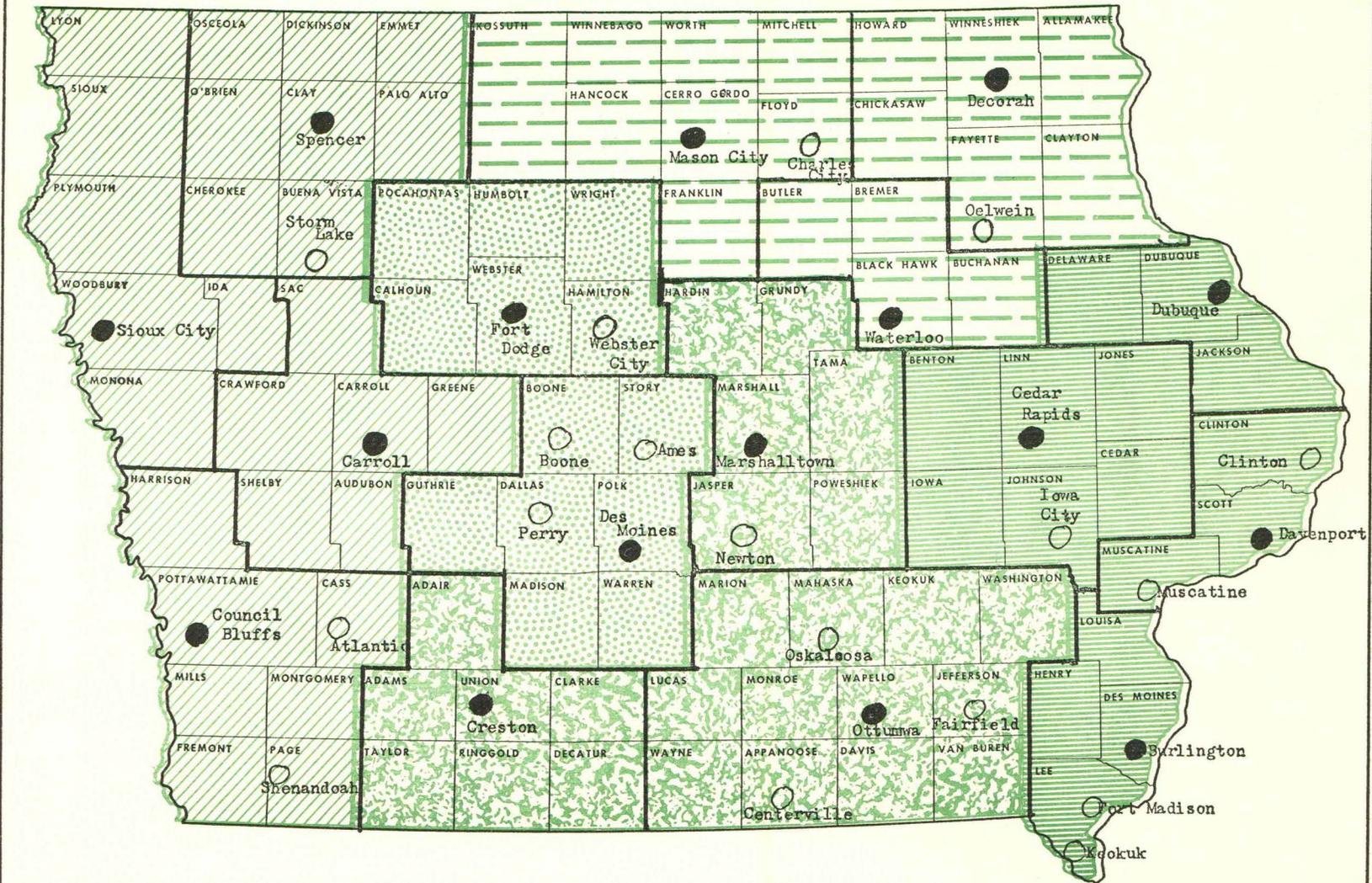


Fred Romans of Council Bluffs is receiving training at Best O' Service in automotive repair. All OJT trainees are placed in "demand" occupations to insure future employment.



World Radio Laboratories, Inc. of Council Bluffs is training Virginia Fairchild in the growing field of electronics. Miss Fairchild is shown here explaining her work-related training to Mrs. Evelyn Villines, of The Iowa Commission for the Handicapped.

LOCAL COORDINATING COMMITTEE AREAS



Iowa Employment Security Commission
 ○ Circles indicate Employment Service office -- solid circles indicate coordinating teams ●

UNIQUE ASPECTS OF OJT IN IOWA

On the map on the preceding pages the shaded areas indicate the individual territories of OJT job developers and the large black circles point out the location of Area Manpower Coordinating Committee Centers.

Unlike most OJT programs throughout the Country which are confined to a particular metropolitan area, the Iowa Manpower Development Council's OJT contract covers the entire state of Iowa. Any public or private agency in Iowa concerned with the development of human resources can call on the Council to develop an OJT program for their clients who are in need of job training. The job developers can then negotiate a training sub-contract with qualified Iowa employers in any Iowa community.

In addition to their job development and training program evaluation activities, the Council's OJT staff has taken a leadership role in the development of the 16 Area Manpower Coordinating Committees. These 16 area committees, centered on the Area Vocational School, have the goals of assessing area manpower needs in order to develop coordinated planning at the state level, of informing each agency of the services available from individual agencies in the area, and of keeping all area agencies informed of future plans in order to prevent duplication of effort.

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John M. Ropes
Director
Iowa State Manpower, Development Council

TRAINEE CHARACTERISTICS

SEX		EDUCATION	
Male	418	1 - 8	60
Female	182	9 - 10	85
		11 - 12	411
AGE		Post high school	44
Under 20	112	NUMBER WEEKS UNEMPLOYED	
20 - 25	213	1 - 5	112
26 - 35	141	6 - 26	94
36 - over	134	27 - 52	101
RACE		Underemployed	293
White	556	MARITAL	
Non White	44	Married	351
HANDICAPPED		Single	222
Mental	27	Other	27
Physical	50		
Social	76		

★ Figures as of December 1966

RECOGNITION

Trainees satisfactorily completing training deserve recognition. In fact, for many, the certificate awarded constitutes the first symbol of accomplishment they have ever received.

The certificate, shown on the back cover page, bears the signature of the Governor, the Director of the Manpower Council and the employer's training representative who recommends the trainee for "graduation."

