An on-the-job learning experience is an experience in which a person spends time at a workplace learning about and participating in the job tasks of employees at that workplace. This is one of the best ways for a person to learn new skills and gain valuable experience.

Who can benefit from an on-the-job learning experience?

- Individuals who have little or no experience in the field they wish to enter.
- Individuals who have a difficult time doing well with traditional hiring processes but have the potential to be good workers.
- Individuals who need to gain experience in order to be desirable to a prospective employer.

Samuel would like to be a carpenter. He has a natural ability to work with his hands, and he took a woodworking class in high school. However, he hasn’t had any training or work experience. After talking to his bishop, Samuel discovered that a member of his ward has a carpentry company. This member has agreed to have Samuel come to his shop three days a week to gain new woodworking skills and learn about the carpentry business.
How can I identify on-the-job learning experiences?

- Network with Church members
  - Are there members in your area who own a business?
  - Is there a member who works in a field or industry the person you are helping is interested in?

- Approach businesses that routinely work with volunteers

- Network with family, friends, and community members

- Identify companies that need extra help or have job openings

- Identify training programs that provide internships or apprenticeships

How can I ensure that an on-the-job experience will be valuable?

- Develop a training plan. Determine learning goals and objectives.

- Write the training plan down. Also, have the member keep an ongoing list or journal of the things he or she is learning.

- Check in with the person regularly. You may wish to ask a home teacher or visiting teacher to check in with the person on a regular basis.
Dalia loves animals. She has always wanted to work at a veterinarian’s office, and she recently enrolled in a six-month veterinary assistant program at the community college near her home.

She knows that once she’s completed the program, she will have gained valuable knowledge, but will have no hands-on experience. This will make it difficult for her to get a job.

Dalia’s relief society president has a sister who is a veterinarian. They approach her sister about doing an internship with Dalia while she goes to school. This will help Dalia learn important skills and gain experience.

On the first day of the internship, Dalia sat down with the veterinarian and made a list of the skills she would like to learn during her internship. She will also keep a log of the things she does each day.