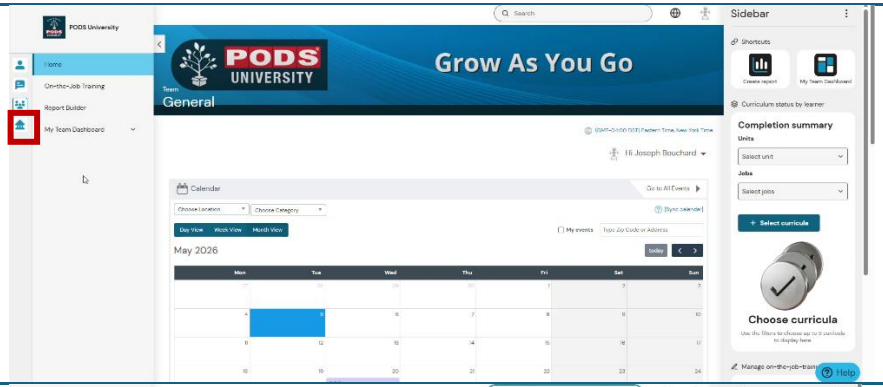
PODS University

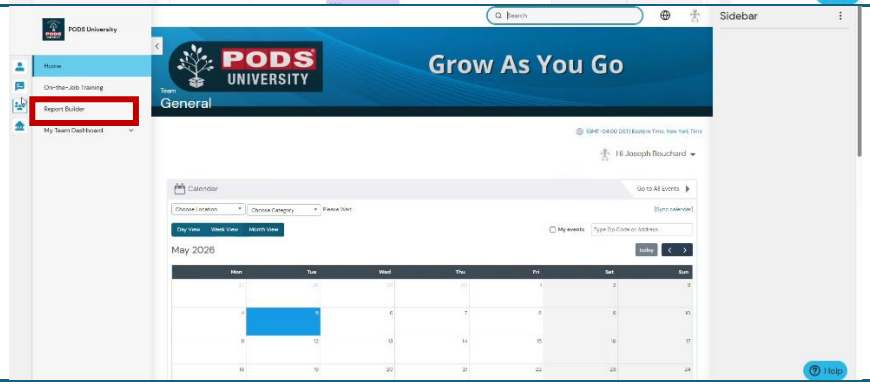
How To Complete An On-The-Job-Training (OJT)

Grow As You Go

1. To begin, select the **Team** icon on the left.

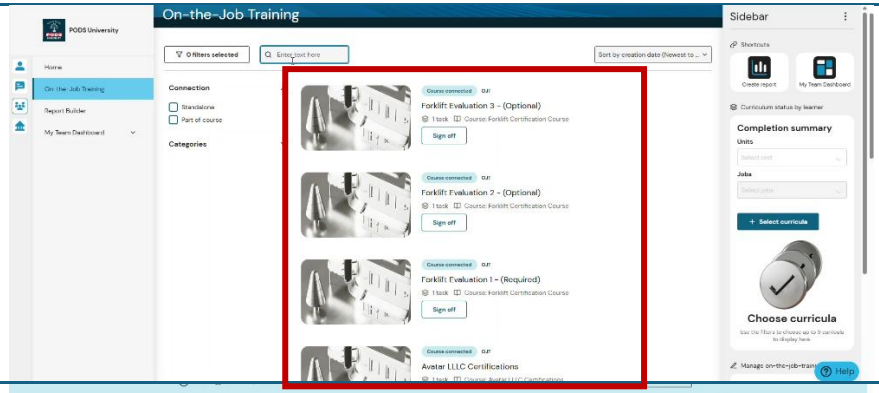


2. Select **On-The-Job Training**.

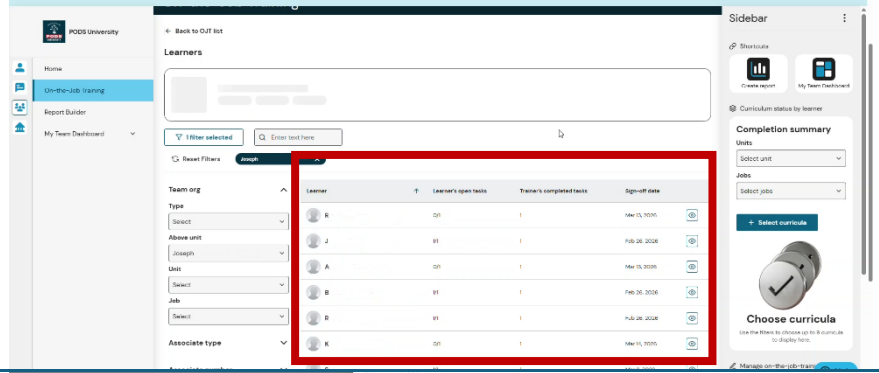


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Approved By:
Approved Date:

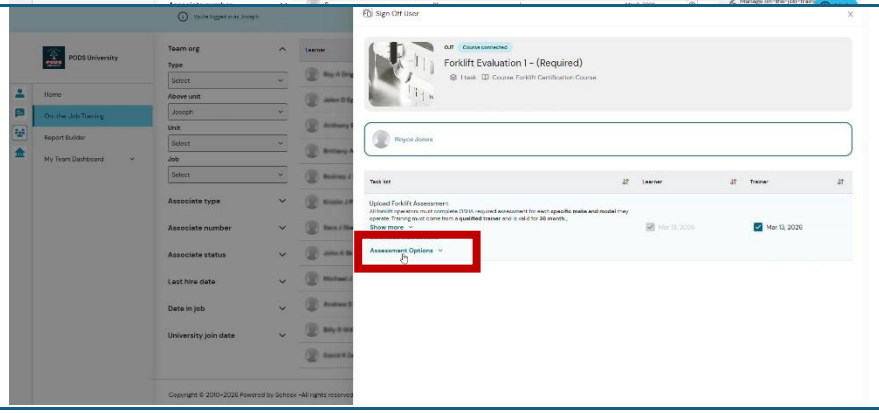
3. Select the desired **Course.**



4. Select the desired associate.

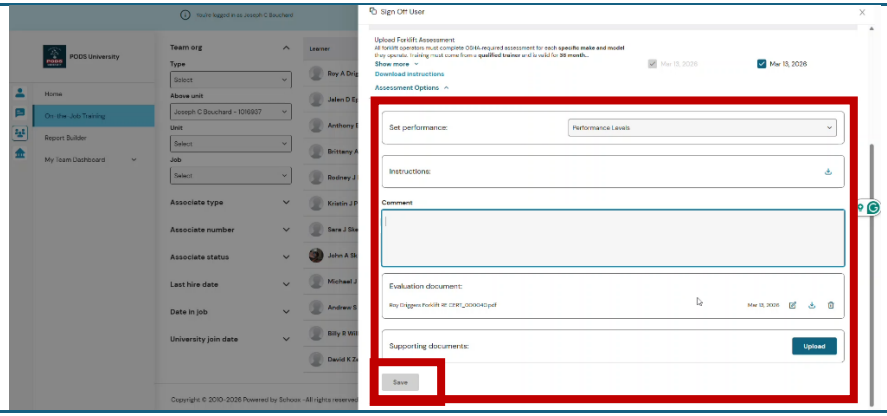


5. Select the **Assessment Options**.



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6. Fill out the required information. Upload any necessary documents.
7. Select **Save** when you have finished.



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