



Short-term Training? OJT? Apprenticeships? What do all these terms mean for me?

Short-term training includes any class or program that lasts less than two years. All short-term training can help you find a job, get a promotion, or earn more money. Many programs lead to a certificate, which can give you a helpful edge in the job market.

You may be able to access many free or low-cost training options online or in your local community. Options range from brushing up on basic skills such as English, math, or computers, to mastering specialized skills such as software programs or in a health care field.

On-the-job training, sometimes called direct instruction, is one of the earliest forms of training. It is a one-on-one training located at the job site, where someone who knows how to do a task shows another how to perform it. It is a frequently used method of training because it requires only a person who knows how to do the task and the tools the person uses to do the task.

Apprenticeships combine a full-time job with training—and prepare you to enter specialized fields. Apprenticeships are a great way to enter a number of well-paying occupations in the manufacturing, construction, health care and transportation industries, among others.

An apprentice gains hands-on work experience in an occupation, while also taking classroom instruction. Apprenticeship programs are sponsored by employers, labor unions and associations. Programs last between one and six years and provide wage increases as you gain work experience. Minimum qualifications must be met to apply.

There are opportunities throughout Missouri for all of these types of training. If you are interested in one, check with staff at your local Job Center.

Find your local center [here](#) or by calling 1-888-728-JOBS (5627).



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).



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