

## HOW TO GET READY TO INSTRUCT

### Have a Time Table

- Skills you expect each person to have by what date

### Break Down the Job

- List the IMPORTANT STEPS first
- Pick out the KEY POINTS and REASONS
- SAFETY IS ALWAYS A KEY POINT
- Have a complete JOB BREAKDOWN SHEET

### Have Everything Ready

- The right equipment, materials, and supplies

### Properly Arrange The Workplace

- Just as the worker will be expected to keep it

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Training Within Industry  
Job Instruction Training



*"Innovation in Action"*

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**KEEP THIS CARD HANDY**

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TWI  
Job Instruction  
Card

Size: Large

Rev 1.0  
03-15-06  
Jeff Maling  
802-288-2515

Card Final  
Cut Size:  
3.250" x 5.250"  
  
Pocket Size:  
3 1/2" x 5 1/2"  
Staples #: 489534

## HOW TO INSTRUCT

### Step 1 – Prepare The Person

- Put the person at ease
- Describe the job and find out what they already know
- Get the person interested in learning the job
- Place the person in the correct position

### Step 2 – Present The Operation

- Tell, show, and illustrate one IMPORTANT STEP at a time
- Stress each KEY POINT & REASON
- Instruct clearly, completely, and patiently
- Do not give more information than the person can master at one time

### Step 3 – Try Out Performance

- Have the person do the job - Correct errors
- Have the person explain each IMPORTANT STEP, KEY POINT & REASON as they do the job again
- Make sure the person understands
- Continue until YOU know THE PERSON knows

### Step 4 – Follow Up

- Put the person on their own
- Designate to whom they go for help
- Check frequently - Encourage questions
- Taper off extra coaching and close follow up

**If the Person Hasn't Learned,  
the Instructor Hasn't Taught**

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