

JOB INSTRUCTION POCKET CARD

HOW TO INSTRUCT

STEP 1 – PREPARE THE LEARNER

- Put the person at ease
- State the job
- Find out what the person already knows
- Get the person interested in learning the job
- Put the person in correct position

STEP 2 – PRESENT THE OPERATION

- Tell, show and illustrate – one IMPORTANT STEP at a time
- Do it again – stress KEY POINTS and REASONS
Instruct clearly, completely, and patiently giving no more than they can master at one time

STEP 3 – TRY OUT PERFORMANCE

- Have the person do the job – stating IMPORTANT STEPS – correct for errors
- Have the person do the job again – explaining KEY POINTS and REASONS

Make sure the person understands

Continue until YOU know THEY know

STEP 4 – FOLLOW UP

- Put on own
- Who to go to for help
- Check frequently
- Encourage questions
- Taper off coaching

**IF THE PERSON HASN'T LEARNED,
THE INSTRUCTOR HASN'T TAUGHT**

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How to Get Ready to Instruct

Before instructing people on how to do a job:

1. HAVE A TRAINING TIMETABLE

Determine **who** to train...

On **what** tasks...

By **what** date.

2. BREAK DOWN THE JOB

- List Important Steps
- Pick out key points and reasons
- Safety is always a key point

3. HAVE EVERYTHING READY

Have the right equipment, tools, materials, and supplies – everything needed to instruct

4. ARRANGE THE WORK AREA

Just as in actual working conditions
