

JOB INSTRUCTION (JI)

Train employees to quickly remember how to do a job correctly, safely and conscientiously

Outcome: Participants (maximum 10 per group) will be able to plan skill based training for their department (driven by production and people needs), prepare training documents, and train a learner via the JI 4-step method.

PURPOSE AND EMPHASIS OF EACH SESSION

Session	Objective	Emphasis
1	<p>Make sure that it is clear that supervisors are responsible for manufacturing good quality products at the required cost.</p> <p>Introduce the 4-step method to get workers to quickly remember how to do each job correctly, safely and conscientiously.</p>	<p>Supervisors are responsible for training the workers in their own departments.</p> <p>Telling alone or showing alone is not a good instruction method. There is a sure and dependable method that works every time if it is applied.</p>
2	<p>Through demonstration of a job by a participant and its observation by others, emphasise that 'Job Instruction Breakdowns' are always needed as a basis for good instruction.</p> <p>Explain how to make a breakdown and have the participants practice it.</p>	<p>Job Instruction Breakdowns are effective for dividing the job into steps and emphasizing the key points.</p> <p>Supervisors must prepare tools and materials and organise the work site when instructing.</p>
3	<p>Explain and illustrate how to make a training timetable.</p> <p>Two participants do their practice demonstration instruction. All compare their methods to the one on the card; all participants practice how to apply the 4-step method and the 'How to Get Ready' points.</p>	<p>The basis of good instruction is to make a training timetable and Job Instruction Breakdowns.</p> <p>When having the learner try out the job, we need to make sure that he/she has completely learned it.</p>

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4	<p>Have trainees examine their department's training timetable.</p> <p>Four participants do their practice demonstration instruction and practice the 4-step method and the 'How to Get Ready' points.</p> <p>Emphasise special instruction methods: time consuming operations (complex work), a noisy worksite, or how to convey a point of feel or knack.</p>	<p>Through the training timetable, we can systematically make a training plan.</p> <p>High calibre instruction is always required in order to do a precision job or to work under difficult conditions.</p>
5	<p>Three participants do their practice demonstration instruction and practice the 4-step method and the 'How to Get Ready' points.</p> <p>Emphasise that high production is the fruit of good instruction.</p>	<p>Skill in instructing is one of the most important tools supervisors must have.</p> <p>Supervisors also have to make constant efforts to maintain a good working environment in which workers can easily do their jobs with confidence.</p> <p>This kind of skill is useful for supervisors to prevent production problems from arising from 'don't know/can't do' and to solve them if they do arise.</p>