

# JOB INSTRUCTION POCKET CARD

## HOW TO INSTRUCT

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### **STEP 1 - PREPARE THE WORKER**

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

### **STEP 2 - PRESENT THE OPERATION**

- Tell, show and illustrate - one IMPORTANT STEP at a time
- Stress each KEY POINT and its REASON

*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 - correct for errors
- Have the person do the job - explain 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

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

# Training And Instruction

**Anthony S. Fauci**



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