

JOB INSTRUCTION POCKET CARD

HOW TO INSTRUCT

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

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

Training And Instruction

D Keegan



Training And Instruction:

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