

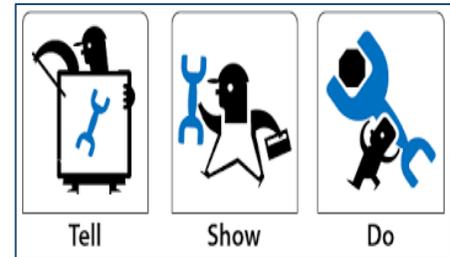
Training Within Industry – Job Instruction Workshop

Services	Deliverables
▪ Training Within Industry / Job Instruction Workshop	▪ 8 Hour workshop for up to 8 participants, delivered in (2) four hour sessions.

Training Within Industry / Job Instruction Workshop

“Performing the job correctly, safely, and conscientiously.”

This eight hour interactive workshop teaches participants how to conduct successful on-the-job training using the Job Instruction (JI) method. Job Instruction, one of the three modules of the Training Within Industry (TWI) program, was originally developed during World War II to help quickly and effectively train manufacturing employees who had never before been in the workforce. Most recently, Job Instruction has been used by numerous companies as a key part of their Lean transformation.



In the first four hour session, participants learn and practice how to use the four-step Job Instruction method to quickly train employees to perform a job correctly, safely and conscientiously.

In the second four hour session, each participant will apply his/her knowledge by training other participants how to perform an operation using the JI method. Each participant will choose an operation from their actual work site, create a Job Instruction Breakdown sheet for that operation, and use the JI four-step process to train other participants in the workshop.

This workshop is conducted using lecture and overheads with exercises to reinforce learning. There will be workbooks for each participant as well. Ample time is left for discussion and interaction including a question and answer session.

Upon completion of the workshop participants will:

- Utilize the Job Instruction method to design and deliver on-the-job training.
- Create a Job Instruction Breakdown Sheet defining the important steps, key points and reasons for each segment of an operation.
 - Identify each logical segment of an operation.
 - Identify key process points (i.e. things that might make or break the job or that might injure the worker) as well as “knack” points (i.e. things that make it easier to do the job) to help speed the learning process.
 - Communicate the reasons for performing the operation in defined ways so that the trainee understands not just the “how” but also the “why.”
 - Conduct appropriate follow-up after the initial training is complete

The company will provide the classroom and refreshments for participants and the AKA trainer.

