



Event:	Training within Industry Job Instruction
Type of Event:	Training
Description:	<p>Job Instruction: Skill in Instructing</p> <p>In the first session of Job Instruction, the trainer presents an example that everyone can easily relate to and shows the problems with instructing by telling alone and again by showing alone. The TWI “4-Step Method”, is introduced to show how supervisors can use a sure and reliable method to instruct that will gain better results. The second session focuses on how to prepare to train, by highlighting the job breakdown. The third session opens with teaching the training matrix which helps the supervisor know who to train for what job and when to train them. The remaining course time is given to participant presentation of actual job instruction. Participants complete the instruction by applying the TWI 4-Step Method. Unlike any other training, the TWI “learn by doing” methodology requires participants to put what they learned in class immediately to use in the workplace</p>
Prerequisites:	None
Expected Outcomes:	<p>Supervisors will gain skills for:</p> <ul style="list-style-type: none">* How to effectively prepare to train using the 4 step method* How to train workers so that they can have less scrap, rejects and rework, have fewer accidents and have less tool and equipment damage* The 4 step method of preparing the worker, presenting the operation, try-out performance and follow up.* How to determine who to train for what job by what date <p>The company will benefit from:</p> <ul style="list-style-type: none">* Shorter training time* Standard process for training employees* Less scrap* Higher quality* Less machine downtime and tool damage
Suggested Participants:	Production or Office Supervisors, Quality Engineers and Technicians, Manufacturing Engineers, anyone who directs the work of others
Number of Participants:	10 participants per class
Duration of Event:	2 hours/ day, (5) consecutive days
Event Location:	Company Location