

JOB INSTRUCTION TRAINING

Quickly training employees to do a job *Correctly, Safely & Conscientiously*



Job Instruction is designed to develop basic stability of manufacturing processes (standardized work).

By utilizing Job Instruction you gain the benefits of consistent training and develop a stable process upon which to apply continuous improvement.

Job Instruction (JI) is part of the Training Within Industry program effectively used for 80+ years. 10 hours of training can result in 100s of hours of productivity gains.

HOW WE HELP

10 Hour Job Instruction (JI) Training Course

Job Instruction requires you identify the “one best way,” teach the process to this one way, and thereby create a standard method. The basis of stability is generated by doing the same thing the same way across operators and shifts. Benefits experienced when practicing Job Instruction are

- Reduced training time,
- Less scrap and rework,
- Fewer accidents, and
- Increased job satisfaction.

Polaris MEP instructors are experienced manufacturers certified by the TWI Institute. The course can be taught in person, virtually or in a hybrid approach. Please see attached curriculum.

40 Hours On-Site Coaching

Gain *Knowledge* through the 10-hour course, and then develop the *Skills* needed for successful implementation at your facility through a pilot project.

Our experts assist employees in breaking down work in a pilot area, providing real time coaching for the trainers. The company gets needed support for integrating JI into your training system.

Please contact us at info@PolarisMEP.org or 401-270-8896 to discuss scheduling Job Instruction training and/or other continuous improvement programs.

Job Instruction training methods reduce training times by 50% while also lowering costs, reducing defects and increasing productivity.

JOB INSTRUCTION (JI) TRAINING CURRICULUM

Day 1: 2 hours

- Explain the 5 needs of good supervisors
 - o Knowledge of the Work
 - o Knowledge of Responsibilities
 - o Skill in Leading People
 - o Skill in Improving Methods
 - o Skill in Instructing
- Importance of JI training to production and safety
- Ability to train others is a personal asset
- Fire Underwriters Knot Demonstrations
 - o Faulty - Showing Alone and Telling Alone
 - o Correct - JI Instruction Method
- Introduce the 4-Step Method for Correct Instruction:
 1. Prepare the Worker
 2. Present the Operation
 3. Try-out Performance
 4. Follow up.

Day 2: 2 hours

- Two participant instruction demonstrations from their workplace.
- Class review of how they applied the four step method to reinforce class learning
- Class practice on how to make Job Breakdowns for training purposes
- The four things a trainer must do to "get ready" to train others:
 1. Make a Timetable
 2. Break down the Job
 3. Get everything ready
 4. Arrange the worksite.

Day 3: 2 hours

- Teach class how to construct and use a Training Timetable.
- Three participant instruction demonstrations from their workplace.
- Class review of how they applied the four step method to reinforce class learning

Day 4: 2 hours

- Four participant instruction demonstrations from their workplace.
- Class review of how they applied the four step method to reinforce class learning

Day 5: 2 hours

- Remaining participant workplace instruction demonstrations facilitated to be correct
- Importance to start using good Job Instruction "right away" to production and safety.
- Create conviction for using the Job Instruction Plan on a continuing basis.

RECOMMENDED : After the initial course, set your trainers up for success with on-site coaching. Polaris MEP's experts will support students as they implement a pilot project at their company.