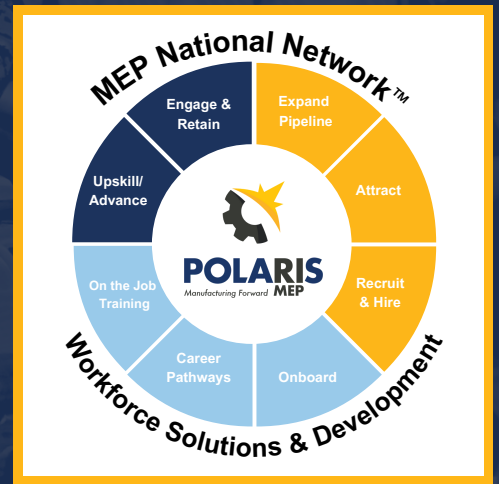


# JOB INSTRUCTION TRAINING

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



*"Job Instruction is the most useful interaction [I've had] with Polaris MEP, out of a lot of excellent classes and consulting. The training is very applicable to my job. I'm already using what I learned."*

- Sarah Sturtevant Production Manager, Katrinkles

## HOW WE CAN HELP

Polaris MEP can help you become an Employer of Choice, while establishing and promoting a culture where employees at all levels will be empowered to ensure quality at the source of all operations. With continuous improvement tools and training in place, **your business will become more flexible, efficient, and competitive.**

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.

*Join other 10KSB Alums in reducing training times by 50% while also lowering costs, reducing defects and increasing productivity.*

**10 Hour Job Instruction Training Course: 1x/week for 5 weeks  
Tuesdays 2 pm - 4 pm ; November 12 - December 10, 2024**

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 curriculum on back.

*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.*



# JOB INSTRUCTION (JI) TRAINING CURRCULUM

## Day 1: 2 hours

Explain the 5 needs of good supervisors

- Knowledge of the Work
- Knowledge of Responsibilities
- Skill in Leading People
- Skill in Improving Methods
- Skill in Instructing

Importance of JI training to production and safety

Ability to train others is a personal asset

Fire Underwriters Knot Demonstrations

- Faulty - Showing Alone and Telling Alone
- 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.*