



HOW TO USE Break one job into the steps that advance the work, the key points that make or break it, and the reason behind each key point. This sheet is the trainer's tool, not the operator's.

Write it after doing the job yourself. A key point is anything that would make or break the job, injure the worker, or make the work easier — if it is none of those, it is not a key point.

OPERATION	PART / PRODUCT	TRAINER	DATE / REV

TOOLS, MATERIALS AND EQUIPMENT	SAFETY AND PPE REQUIRED

JOB BREAKDOWN

#	Important steps — a logical segment that advances the work	Key points — anything that makes or breaks the job, injures the worker, or makes it easier	Reasons for key points — why it matters
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

THE FOUR STEPS OF JOB INSTRUCTION

1 PREPARE THE WORKER	Put them at ease. Find out what they already know. Get them interested. Put them in the correct position.
2 PRESENT THE OPERATION	Tell, show and illustrate one important step at a time. Stress each key point. Instruct clearly, completely and patiently — but no more than they can take.
3 TRY OUT PERFORMANCE	Have them do the job and correct errors. Have them explain each key point and the reason as they repeat it. Continue until you know they know.
4 FOLLOW UP	Put them on their own. Name the person they go to for help. Check often. Encourage questions. Taper off the coaching.

If the worker hasn't learned, the instructor hasn't taught.

TRAINER	WORKER TRAINED	SIGNED OFF ON
Name / date	Name / date	Name / date