



Overview of the TWI Institute Certified Trainer Program

Prerequisites to become a JI, JR, JM or JS certified trainer

- Supervisory experience and/or experience coordinating the work of others
- A good understanding of business and/or production processes including the tools of Lean
- Satisfactory completion of the 10-hour Program of either: JI, JR, JM or JS to attend the 40-hour train-the-trainer program for that J class. Note: Certification for each J class is a separate and independent process.
- Sign a Memorandum of Understanding (MOU) agreeing to maintain TWI Institute delivery standards as outlined below for the Consultant Trainer and Company Trainer.

Prerequisites to become a certified trainer for Problem Solving Training (PS)

- Certified trainer for JI, JR and/or JM

Overview of TWI Institute Train-the-Trainer Programs (TT)

- Each TT program is 40 hours, eight hours in each of five consecutive days. Participants are required to attend and to participate in all sessions. The TWI Institute format is a “learn-by-doing” and coaching experience for new trainer candidates are expected to make the effort and demonstrate the ability to deliver the 10-hour program in accordance with the Training Delivery Manual.
- Class size is limited to 7 people to provide each participant with sufficient practice time to deliver the JI, JR, JS or JM program as scripted in the applicable trainer delivery manual.
- TWI Institute “J” Program Delivery Manual and materials are sent to each person in advance of the training for each participant to become familiar with the materials before class.

Cost:

\$4,500 training fee for each participant in each “J” program, plus travel and expenses
Trainer manuals and supplies for each participant: JR/JS - \$350; JI - \$450; JM/PS - \$900

TWI Institute Certified Trainers:

A Certificate of Completion will be issued to those who satisfactorily complete each 40-hour trainer program having displayed a clear understanding of the Training Delivery Manual and all training materials and demonstrated to the TWI Institute Master Trainer the ability to use these materials to successfully deliver the “J” program as trained. Each trainer will be given a written evaluation outlining strengths and weaknesses that are to be overcome with practice. Each new trainer is encouraged to contact the TWI Institute Master Trainer the week after a first delivery to review progress in overcoming weaknesses outlined in the written evaluation.

Consultant Trainers will be required to sign a Memorandum of Understanding (MOU) to: allow TWI Institute to monitor TWI training activities for strict adherence to proven TWI training methods and use of proven TWI training materials; submit a “TWI Feedback Summary” to the TWI Institute upon completion of each class taught; and to not offer Train the Trainer in competition with the TWI Institute.

Company Trainers will also be required to sign an MOU to assure adherence to the TWI methods and use of proven TWI training materials and to not offer Train the Trainer in competition with the TWI Institute.