



214 - Job Instruction (JI) Application - Skills Mastery & Deployment

Onsite – 3 days 8 Hours - Optimum class size students - 10

Training Description:

The Job Instruction (JI) Skills Mastery & Deployment Workshop is designed to be a follow up session for graduates of the Job Instruction Workshop. This is an opportunity for company management to determine the critical skills, tasks, metrics, measures and priorities as they relate to the future deployment of the Job Instruction methodology in a pilot area of the company. Participants will have the opportunity to discuss and demonstrate how they have applied their new skills at their workplace; ask questions, receive personalized feedback and develop model Job Breakdowns for critical tasks.

Training Objective:

The “Job Instruction Training Team” members will use the 4-Step Method to practice the training of tasks for which the model Job Breakdowns have been completed. Trainees will be selected who are not familiar with the tasks to be trained. These demonstrations will be conducted in the typical training environment used to train new employees. They will then meet with the “Job Instruction Training Team” to review all Job Breakdowns developed during the training. Job Breakdowns will be compared to current work instructions / S.O.P.’s. Tasks will be observed on-the-floor to ensure Job Breakdowns are complete and effective. These Job Breakdowns will serve as models and the standard for future Job Breakdowns developed throughout the company.

Skill Attainment:

Ensure the critical Job Breakdowns are the best they can be and that trainees can sustain the JI initiative. Ensure that company and department goals, metrics, measures and expectations as they relate to Job Instruction (JI) are communicated and clearly understood by all participants. Meet with management team to debrief and discuss the overall Job Instruction Training event experience, present observations and discuss metrics, measures, goals and objectives to help successfully implement Job Instruction training throughout the company. Discuss next steps for deploying TWI JI in other areas of the company. This should include future assignments, responsibilities keys to the future success of TWI JI Training events. These skills are transferable within the company, industry and are highly desirable by any manufacturer.