



TWI - Job Instruction Training (JI)

Onsite/Virtual – 5 Days, 3 Hours/day – Optimum Class Size, 10 Participants

Training Description:

TWI (Training Within Industry) is often referred to as the “Roots of Lean”. TWI Job Instruction (JI) is specifically designed to help the first level supervisor with his/her responsibility for training employees. Participants will learn how to write a job breakdown and to how to effectively communicate that breakdown to employees. TWI training will provide instruction and skill building on achieving standard work, sustaining gains made by Lean, increasing productivity, improving morale, and reducing training time. TWI consists of standardized programs that teach the essential skills needed by all supervisors and team leaders to lead an organization through a Lean Transformation and to sustain the impacts. The first module teaches supervisors how to follow the systematic four-step methodology which guides them in developing job instructions for training new employees and supporting standard work. This course is delivered on-site or virtually and is designed for management level employees.

Training Objective:

The first module shows team leaders, supervisors, and managers how to quickly teach employees how to do jobs correctly, safely, and conscientiously. Participants will learn to break down a job effectively using the four steps: Preparation, Presentation, Application and Verification. This will form the basis for standard work and allow the supervisors to deliver instruction for individual tasks; develop and train in a structured fashion to foster process stability. The benefits from this module are reduced training time, less scrap and rework, and increased job satisfaction.

Skill Attainment:

Trainees will attain the following skills and learn to understand and deliver the 4-Step Method for proper Job Instruction including:

- Preparing a trainee to learn a particular task or job
- Presenting the operation to the trainee
- Observing the trainee doing the job correctly
- Putting the trainee on their own and following up on results

Skills will be used to properly prepare employees for training and to deliver an effective training plan to the organization. These skills are transferable within the company, industry, and are highly desirable by any manufacturer.



Training Agenda:

FIRST SESSION—3 hours

- Explain the 5 needs of good supervisors
- Importance of JI training to production and safety
- Ability to train others is a personal asset
- Demonstration of faulty instruction
- Demonstration of correct instruction
- Introduce the 4-Step Method for Correct Instruction

SECOND SESSION—3 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

THIRD SESSION—3 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

FOURTH SESSION—3 hours

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

FIFTH SESSION—3 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