

# **JOB INSTRUCTION POCKET CARD**

## **HOW TO INSTRUCT**

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### **STEP 1 – PREPARE THE WORKER**

- Put the person at ease
- State the job
- Find out what the person already knows
- Get the person interested in learning the job
- Put the person in correct position

### **STEP 2 – PRESENT THE OPERATION**

- Tell, show and illustrate – one **IMPORTANT STEP** at a time
- Do it again – stress **KEY POINTS** and **REASONS**  
*Instruct clearly, completely, and patiently giving no more than they can master at one time*

### **STEP 3 – TRY OUT PERFORMANCE**

- Have the person do the job – stating **IMPORTANT STEPS** – correct for errors
- Have the person do the job again – explaining **KEY POINTS** and **REASONS**

*Make sure the person understands  
Continue until YOU know THEY know*

### **STEP 4 – FOLLOW UP**

- Put on own
- Who to go to for help
- Check frequently
- Encourage questions
- Taper off coaching

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**IF THE PERSON HASN'T LEARNED,  
THE INSTRUCTOR HASN'T TAUGHT**

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## *How to Get Ready to Instruct*

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*Before instructing people on how to do a job:*

### **1. HAVE A TRAINING TIMETABLE**

Determine **who** to train...

On **what tasks**...

By **what date**.

### **2. BREAK DOWN THE JOB**

- List Important Steps
- Pick out key points and reasons
- Safety is always a key point

### **3. HAVE EVERYTHING READY**

Have the right equipment, tools, materials, and supplies – everything needed to instruct

### **4. ARRANGE THE WORK AREA**

Just as in actual working conditions

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