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## **Job Instruction Training Options**

(can also be applied to JM & JR)

### **Developing Instructors and Coaches**

A standard week of Job Instruction Training (JIT) includes two sessions – one in the morning and one in the afternoon. Each session includes a maximum of ten participants and takes two hours in each of five days. Each participant delivers an instruction demonstration during the week. Preparation outside of the session consists of selecting a job and writing a Job Breakdown Sheet for that job. During the training session, the participant selects another participant who s/he will train to do that job. Because all participants do not absorb the material sufficiently during the ten hours of training and because it is beneficial to have someone coach the participants after the training, I suggest that a person be selected from the participant group in each session to receive additional training as a coach. I coach each individual in preparation for his/her demonstration and use this time to train the selected participant to be a coach. The week begins by having the coach observe and it ends with me observing him/her coaching. The result at the end of the week is 20 employees who can create a Job Breakdown Sheet and instruct someone by using a Job Breakdown Sheet. In addition, two of those participants are able to coach the others in writing additional Job Breakdown Sheets and delivering instruction. Having identified areas of improvement, the new instructors and their coaches can now begin to address areas and make improvements through proper training.

### **Developing Job Instruction Trainers**

In organizations of several hundred employees or more, it is beneficial to employ resident trainers to deliver the 10-hour program.

If only one or two trainers are required, the following format is suggested.

The trainer candidate participates in one JIT session and observes at least two others. In addition, the candidate is trained as a coach in at least two sessions. The candidate then delivers the program to the Institute Conductor and then delivers the program to participants while the Institute Conductor observes. This can occur in two weeks as follows:

Week 1 – Two sessions of JI where the candidate participates in one, observes the other and is trained as a coach in both.

Interim period: The candidate studies the training manual, practices delivery and coaches other participants. The second week is scheduled when the candidate believes s/he can deliver the material successfully.

Week 2 – Two session of JI where the candidate observes the first session, delivers the program to the Institute Conductor during the break and delivers the second session as the Institute Conductor observes.

Week 3 – Repeat Week 2 as required; alternately Institute Conductor serves only as observer.

Although the 1:1 format, above is preferred, if three or more trainers are required, the classic format may be used.

The training candidates participate in one JIT session and observe at least two others. During the week when they are participants, they are also trained as coaches. They then study the manual, practice delivery and coach other participants. A forty-hour Train The Trainer program is scheduled when the candidates believe they can successfully deliver the material. The forty-hour program consists of all candidates delivering sessions one and two, breaking down at least three jobs, and discussion of the delivery strategy. This format would take a minimum of three weeks – two JIT's and one TTT.

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