

HOW TO INSTRUCT

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 the job
- Place the person in the correct position

STEP 2: SHOW THEM THE JOB

- Tell, show and exaggerate with the **Important Steps, Key Points**, and the **Reasons for the Key points**

Repeat as many times as necessary:

Instruct clearly and patiently

STEP 3: HAVE THEM DO THE JOB

- Have them do the job and correct errors
- Have them do the job again explaining the **Important Steps, Key Points** and the **Reasons for the Key Points**

Have them do and explain it until :

YOU KNOW, THEY KNOW

STEP 4: FOLLOW UP

- Give the person a task
- Designate who they go to for help
- Set a time for your first check
- Encourage questions
- Taper off extra coaching and close follow-up

HOW TO GET READY TO INSTRUCT:

1.MAKE A TIMETABLE FOR TRAINING

*Figure out WHO to train, for WHICH JOB,, by WHAT
DATE*

2.BREAKDOWN THE JOB

*Do the job to find the: **Important Steps, Key Points** and
the **Reason for the Key Points***

3.GET EVERYTHING READY

*Have ready the proper tools, materials, training aids or
whatever is needed to help instruction*

4.ARRANGE THE WORKSITE

Neatly as in actual working conditions

**If the worker hasn't learned,
the instructor hasn't taught.**