

Job Instruction Card

PRE-INSTRUCTION

Is the Job Breakdown complete?

Is the work area prepared?

PREPARE THE LEARNER

Put the learner at ease

State the job

Find out what the learner already knows

Get the learner interested in learning

Put the learner in the correct position

PRESENT THE OPERATION

(1) Describe one **Major Step** at a time

(2) Stress each **Key Point**

(3) Explain the **Reasons**

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TRY OUT PERFORMANCE

(4) Learner does job – correct errors

(5) Learner does job – explains **major steps**

(6) Learner does job – explains **key points**

(7) Learner does job – explains **reasons**

FOLLOW UP

Put learner on own

Designate to whom to go to for help

Check frequently

Encourage questions

Taper off coaching as appropriate

**If the employee has not learned the
instructor has not taught**