

# JOB INSTRUCTION (JI) TRAINING

## QUICKLY TRAIN EMPLOYEES TO DO A JOB CORRECTLY, SAFELY AND CONSCIENTIOUSLY

**The objective of the Job Instruction (JI) course is to help companies develop a well-trained workforce characterized by less scrap, rework, and rejects; fewer accidents; and less tool and equipment damage.**

Training employees and developing a flexible workforce requires standardized work.

A supervisor who thoroughly understands a job may not have the appropriate skills to successfully teach other employees. Job Instructions (JI) trains supervisors how to become effective teachers. Program attendees are taught how to break down a job and provide instruction for individual tasks in a structured fashion to facilitate process stability.

## MAINTAIN A WELL-TRAINED WORKFORCE

Developing systematic training skills helps supervisors in any organization maintain a well-trained workforce, which results in less scrap and rework, fewer accidents, and less tool and equipment damage. If an employee doesn't follow correct procedure, it's likely that training (or lack of it) is the cause. In JI, supervisors are taught how to effectively break down a job for instruction.

### The method emphasizes:

- ✓ Preparing the employee to learn
- ✓ Giving a proper demonstration
- ✓ Identifying and demonstrating the important steps and key points of the job
- ✓ Observing the employee performing trial runs
- ✓ Tapering off coaching while continuing to follow up
- ✓ Training time, rework and operator error (PPM)

## DRIVE IMPORTANT METRICS

JI has a high impact on standard work and training time. Implementation of this program will drive several metrics, including time to proficiency and increased quality. Ensuring your employees use the best-known process will also help minimize rework.

### JI equips staff to deal with a range of training and procedural issues effectively, resulting in:

- ✓ Reduced training time
- ✓ Increased production quantity and improved quality
- ✓ Fewer accidents
- ✓ Increased job satisfaction and morale
- ✓ Less scrap and rework
- ✓ Increased profits
- ✓ Less equipment and tool damage
- ✓ Standardized work
- ✓ Improved productivity and capacity metrics

Often, operator errors are the root causes for quality issues. Training to standard work will allow you to drill beyond typical problems to address process shortcomings, further reduce PPM defects, and simultaneously decrease rework. Sustainability is achieved by standardizing and training all operators according to the best currently known method.

Contact Impact Washington to learn how you can bring this practical training program to your organization

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