**JOB INSTRUCTION CARD**

*HOW TO GET READY TO INSTRUCT*

*Have a time table:* - How much skill you expect them to  
 have, by what date.

*Break down the job:*  
 - List important steps  
 - Pick out the key points (safety is  
 always a key point)

*Have everything ready:* - The right equipment, materials and  
 supplies

*Have the workplace properly arranged* - Just as the person will be expected to  
 keep it

***How to instruct***

1. **Prepare the Student:**

Put them at ease.  
State the job and find out what they already know about it.  
Get them interested in learning.  
Place them in correct position.

1. **Present the Operation:**  
   Tell, show and illustrate one Important Step at a time.  
   Stress each Key Point.  
   Instruct clearly, completely, and patiently, but no more than they can master.
2. **Try out Performance:**  
   Have them do the job—correct errors  
   Have them explain each Key Point and Reason to you as they do the job again.  
   Make sure they understand.  
   Continue until YOU know THEY know.
3. **Follow-up:**Put them on their own. Designate to whom they go to for help.  
   Check frequently. Encourage questions.  
   Taper off extra coaching and close follow-up.