



## Solutions in Workforce

*How do you build an effective  
and supportive workforce  
environment?*

*How do you engage your  
workforce to achieve a high-  
performance environment?*



# Training Within Industry Job Instruction

Job Instruction (JI) training prepares supervisors to instruct employees how to do a job correctly, safely, and conscientiously. As a result of this skill development the supervisors will provide you with a well-trained workforce.

### **LEADERSHIP PREPARATION**

An IMEC certified TWI Facilitator will meet with the company's leadership to help prepare the expectations for TWI implementation. In this time, we will work to clarify the project objectives, determine the role of leadership's support and set expectations for sustaining benefits.

### **HANDS-ON TRAINING**

Training is delivered in five, two-hour sessions, in five consecutive days\*, for up to 10 participants (trainers, team leads, and coaches). The training method emphasizes making sure the supervisor is prepared for the instruction. During instruction, the supervisor uses a training process to ensure the instruction is clear and covers the important aspects of the job as well as confirming that the learner understands the instruction.

### **COACHING**

To sustain the benefits and to help the supervisors transfer their classroom learning onto the shop floor, IMEC provides ~2 hours of coaching per participant. During coaching sessions, our facilitators work with supervisors on the shop floor to practice and support successful implementation of learned behaviors and tools. The coaching will focus on accelerating the development and application of JI training tools specific to the clients' actual training objectives. Coaching may include:

- Review and feedback on Job Instruction training
- Timetable planning and execution
- Review and feedback on plan for developing job breakdown instruction sheet development for specific client work operations
- Shadow and support newly JI trained supervisors in actual delivery of JI breakdown instructions to operators

### **30-DAY REVIEW**

IMEC's TWI coaches will meet with leadership and supervisors to assess progress and sustained learning approximately 30 days after the training takes place. During the follow-up assessment, we'll be able to identify obstacles to success, pursue solutions to overcome challenges and modify implementation plans as necessary.

### **BENEFITS OF TWI-JI**

- Increased productivity
- Reduce variation in processes
- Reduced scrap and rework
- Reduced training time
- Reduced accidents and incidents

\*A four day program is available upon special request

For more information, contact IMEC at 888-806-4632 or [info@imec.org](mailto:info@imec.org).