

# GET READY TO INSTRUCT

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## **Have a Timetable**

- How much skill expected by what date

## **Break Down the Job**

- List important steps
- Pick out 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 worker would be expected to keep it

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**Keep This Card Handy**



# HOW TO INSTRUCT

## Step 1 - Prepare the Learner

- Put the learner at ease.
- State the job and find out what the learner already knows about it.
- Get the learner interested in learning the job.
- Place learner in correct position.

## Step 2 - 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 the learner can master.

## Step 3 - Try Out Performance

- Have learner do the job—correct errors.
- Have learner explain each key point as the job is done.
- Make sure learner understands.
- Continue until you know the learner knows.

## Step 4 - Follow Up

- Put learner on own. Designate who learner goes to for help.
- Check frequently. Encourage questions.
- Taper off extra coaching and close follow up.

**If the Learner Hasn't Learned,  
the Teacher Hasn't Taught**

