

## HOW TO INSTRUCT

*Practical methods to guide you in instructing a new man on a job, or a present worker on a new job or a new skill.*

**FIRST**, here's what you must do to get ready to teach a job:

1. Decide what the learner must be taught in order to do the job efficiently, safely, economically and intelligently. — **Analysis**
2. Have the right tools, equipment, supplies and material ready.
3. Have the work place properly arranged, just as the worker will be expected to keep it.

**THEN**, you should **instruct** the learner by the following **four basic steps**:

### **Step I—Preparation** (of the learner)

1. Put the learner *at ease*.
2. Find out what he already knows about the job.
3. Get him interested and desirous of learning the job.

### **Step II—Presentation** (of the operations and knowledge)

1. *Tell, Show, Illustrate and Question*

in order to put over the new knowledge and operations.

2. Instruct slowly, clearly, completely and patiently, one point at a time.
3. Check, question and repeat.
4. Make sure the learner really learns.

### **Step III—Performance Try-out**

1. Test learner by having him perform the job.
2. Ask questions beginning with *why, how, who, when or where*.
3. Observe performance, correct errors, and repeat instructions if necessary.
4. Continue until you *know he knows*.

### **Step IV—Follow-Up**

1. Put him "on his own."
2. Check frequently to be sure he follows instructions.
3. Taper off extra supervision and close follow-up until he is qualified to work with normal supervision.

**REMEMBER**—If the learner hasn't learned, the teacher hasn't taught.

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