

The Mansis Update

Job Instruction Training:

Training Skills for the Front-Line Supervisor

Robert H. Kent, Ph.D.

Purpose

The accelerating pace of change in manufacturing has created a pressing need for organizations to be able to teach job skills, quickly and effectively to their employees. Typically the front-line supervisor or team leader carries out this important function. In this clinic, the participants learn how to organize and successfully deliver training to their employees, including hands-on skills for teaching job tasks. Clinic topics include:

- Trainings impact on motivation and productivity
- The Psychology of adult learning and implications
- Diagnosing performance problems
- Diagnosing training needs
- New Employee Orientation: day 1 & week 1
- When to train and in what amounts, increments, schedule etc.
- Training Format: on-the-job training, vestibule training and classroom training
- Training aids for the learner
- Training result assessment
- The JIT (4 Step) technique
- Cross-training and a skills matrix
- When training isn't the answer

Benefits of this Clinic for the Participant's Organization

- Ensures that all employees receive proper skill training in a consistent and effective manner.
- Increases the confidence of supervisors and team leaders to train.
- Eliminates a common cause of performance problems.
- Improves workplace safety and management's control over safe practices.
- Improves employee morale.
- Reduces the costs resulting from accidents, wastage, employee mistakes, low morale, damage and maintenance down time, workers compensation and other medical claims, re-work of poor quality work, failure to meet production schedules, etc.

A Key Topic for Supervisor Development

This is an excellent clinic for supervisors and team leaders to learn and practice some simple techniques for making sure that their employees are taught job skills in a consistent, timesaving way. Managers can more confidently delegate training to their supervisors when they know that the supervisors are managing the training process effectively. The concepts and techniques presented will improve employee morale and lead to better efficiencies and fewer performance errors.

This powerful and highly practical program can become part of your management or supervisor development initiatives or a special part of an annual meeting or convention. Use this six-hour clinic as a customized **in-house** presentation for all your management, so that the whole management team can begin to practise a consistent, effective and straightforward approach to teaching job skills to employees.

For fee schedule and available dates:



The Mansis Centre for Management Training and Organizational Development

Telephone: (204) 770-2184

e-mail: information@mansis.com

See our Web Site: <http://www.mansis.com>





***The Mansis Centre for
Management Training and
Organizational Development***

Telephone: (204) 770-2184

e-mail: information@mansis.com

See our Web Site: <http://www.mansis.com>