

# HOW TO INSTRUCT

## ***Step 1—Prepare the Worker***

Put him at ease.

State the job and find out what he already knows about it.

Get him interested in learning job.

Place 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 he can master.

## ***Step 3—Try Out Performance***

Have him do the job—correct errors.

Have him explain each **KEY POINT** to you as he does the job again.

Make sure he understands.

Continue until **YOU** know **HE** knows.

## ***Step 4—Follow Up***

Put him on his own. Designate to whom he goes for help.

Check frequently. Encourage questions.

Taper off extra coaching and close follow-up.

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***If Worker Hasn't Learned,  
the Instructor Hasn't Taught***