

# HOW TO GET READY TO INSTRUCT

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## ***Have a Time Table—***

how much skill you expect him to have, by what date.

## ***Break Down the Job—***

list important steps.

pick out the 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 will be expected to keep it.

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## ***Job Instruction Training***

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# TRAINING WITHIN INDUSTRY

Bureau of Training

War Manpower Commission

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# KEEP THIS CARD HANDY