

# 106 – TWI Job Instruction (Train the Trainer)

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## Overview

An essential basic training methodology that focuses upon the development of team leaders. The methodology is derived from TWI, Training Within Industries, which was taught in the early 1940s.

## Objective

- To introduce job instruction training method
- To develop training needs for new or temporary team members
- To practice job instruction for new team members with team leaders.
- To establish a follow up plan for each team member
- To enhance the overall training skill set of the team leader

## Topics

1. Origin of TWI
2. Team leader requirements
3. Training skills development
4. Job Instruction Training Method
5. The Job Breakdown Sheet
6. Training Matrix

## Activity

Classroom instruction and On-The-Job demonstration is foundational for the training. Participants will practice job instruction methods in the classroom before being assigned to develop their own job breakdown sheet. Each participant will develop their own JBS and demonstrate the effectiveness of their instruction in the actual workplace setting.

Participants are grouped into 3 in conducting preliminary teaching demonstrations and in validating job breakdown sheets created by each group member.

## Course Timing

This course is a classroom session mixed with shop floor activity, which is separated into 5 – 2-hour length sessions, totaling a minimum of 10 hours. Usually this course spans the time 5 weeks, with one session being held per week.

## Materials

Overhead projector  
Slide Show Presentation  
Flip Chart paper  
White Board/ Markers

## Participants (6-9)

Team Leaders  
Personnel designated as trainers

## Milestones

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**Pre-Requisite – None**  
Previous Lean Manufacturing knowledge is beneficial but not required.

### 3 Months - Follow Up

Team leaders should revisit the work area to observe and verify job instruction is sustained. Inquire should be made to the associates as to whether or not improvements were made in the job instruction to increase productivity or improve product quality.

Team leaders should take this time to update their job training matrix.