

Ministry of Labour & National Service  
Training Department,  
Ebury Bridge House,  
Ebury Bridge Road,  
London, S.W.1.

To the Job Instruction Trainer

You have an opportunity to render service of constructive and far-reaching significance through this Job Instruction programme.

You also accept a major responsibility when you assume the position of Trainer on this programme. To a large number of industrial men, YOUR presentation of it may represent all they know first-hand of the Training Within Industry programmes for supervisors.

You should strive with all the energy and diligence you possess to lead each group in Job Instruction in the very best way possible, and to do a still better job with each succeeding group.

To assume a uniform high standard on a Nation-wide basis, you should ALWAYS work from this outline. Do not deviate from it. Do not trust to your memory, regardless of the number of times you may present the plan. It is not difficult and if you follow instructions you cannot fail - furthermore you will find it an interesting job.

Once again, leadership in Job Instruction presents an opportunity and an obligation.

*C. W. MacMillan*

Principal Assistant Secretary

JOB BREAKDOWN SHEET FOR TRAINING WORKER ON NEW OPERATION

Part (?)

Operation Connect Wires

IMPORTANT STEPS IN THE OPERATION	KEY POINTS
Step: A logical segment of the operation which substantially ADVANCES the work.	Key point: Anything in a step that might Make or scrap the work Injure the worker Make the work easier to do i.e. "knack", "trick", special timing, bit of special information

Benchs not orderly. Wrong size screwdriver.

I	Cap oversize	State ?	Know OK	Interest no.	Location post angle.
---	-----------------	------------	------------	-----------------	-------------------------

II	1. Gap on wire	III	Strip up on file. ✓
----	----------------	-----	---------------------

2. Remove insulation	(how much?) (cut wire?) Knife flat on bench	about 1/2" don't cut wire (not clear) O.K.	✓ not sure.
----------------------	---------------------------------------------------	-----------------------------------------------------	----------------

3. Twist	do wire.	1/3 in. of "clackwork"	✓
----------	----------	------------------------	---

4. Tie knot.	(where)? (loop)? no frayed ends	long held differently O.K.	not made clear not corrected ✓
--------------	---------------------------------------	----------------------------------	--------------------------------------

5. Connect wires	tight?	pass tight??	not mentioned
------------------	--------	--------------	---------------

6. Put on Cap	down all round	O.K.	✓
---------------	----------------	------	---

IV	Who	Where	When	Done by
See no. (0+)	??		15 mins	Yes.

go to see Supv. etc etc  
(Why all this?)

not so fast

Ken Fackel

MINISTRY OF LABOUR AND NATIONAL SERVICE,  
Training Department,  
Hurry Bridge House,  
Hurry Bridge Road,  
London, S.W.1.

To the Job Methods Trainer

Your Job Methods sessions can have for your factory and for production a constructive influence, perhaps never before experienced. You have an unusual opportunity of influencing individual supervisors in the development of this skill in improving methods and in helping the country as a whole in its transition problems from war to peace-time production.

The situation is a very practical one. Most of the men with whom you will work have had years of experience, they have latent ideas which if properly developed, will increase production, reduce lost time, prevent waste of material, and increase the use of machinery and equipment. These men command your respect because of their knowledge.

Your function is to show them how to develop their ideas for practical use and present them successfully to their Managements. You have a twofold task to accomplish. Firstly you have to help the supervisor to acquire this skill of improving a method and secondly you must continually strive to improve your own ability in training supervisors how to use this skill effectively.

You must strive with all the energy and diligence you possess to lead each group in the very best possible way, and to do a still better job with each succeeding group.

To ensure a uniformly high standard you should ALWAYS work from this outline. Never deviate from it. Don't trust to your memory, regardless of how many times you may present the plan. It is not difficult and if you follow instructions you cannot fail. Furthermore, you will find it a fascinating job.

Once again, leadership in this Job Methods Programme presents an opportunity and an obligation.

*C. W. MacMillan*

Principal Assistant Secretary

OUTLINE FOR SESSION V

References

Time  
Table  
Allow  
5 min.

OPENING THE SESSION

Opening remarks

- Hand cut name cards.
- Express your appreciation of the interest the Group has shown during the four sessions.
- Compliment those who presented constructive improvements at Session IV.
- Cite one or two recent improvements which are the result of applying the Job Methods plan.

5 min.  
to here

REVIEW PREVIOUS SESSIONS

Review purpose and 4 steps of the Job Methods plan

- Ask another member of the group to develop the 4 steps on the blackboard by questioning the group Cards to be put away.
- Review use of steps.

Allow  
5 min.

Blackboard

STEP I - BREAK DOWN The Job

List ALL details

STEP II

STEP III

QUESTION

DEVELOP

Why? } ..... →Eliminate!  
What? }

Where? } ..... →Combine!  
When? } ..... →Rearrange!  
Who? }

How? ) ..... →Simplify!

STEP IV - APPLY The New Method

Convince - Submit - Use - Credit

10 min.  
to here

MINISTRY OF LABOUR AND NATIONAL SERVICE,

Training Department,

Ebury Bridge House,

Ebury Bridge Road,

London, S.W.1.

To the Job Relations Trainer:

Your Job Relations sessions can have for your factory and for production a constructive influence, perhaps never before experienced. You have an unusual opportunity of influencing supervisors to improve their everyday relationships on the job.

Giving workers technical skill alone is not enough. Supervisors must give every man and woman at work the leadership that enlists co-operation and teamwork. You can help supervisors to get this skill of working with people - it is your obligation to stress its importance to them.

You should strive with all the energy and diligence you possess to lead each Job Relations group in the very best way possible - and to do a better job with each succeeding group.

To ensure a uniformly high standard, work from this outline always. Do not deviate from it. Do not trust to your memory, regardless of the number of sessions you put on.

Once again, leadership in Job Relations presents an opportunity and an obligation.

This is to certify that..... is  
qualified to present Job Relations Training.

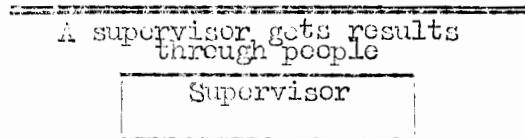
.....  
On behalf of the Principal Assistant Secretary

.....  
Date

Is there any part of the supervisor's job which does not involve people?

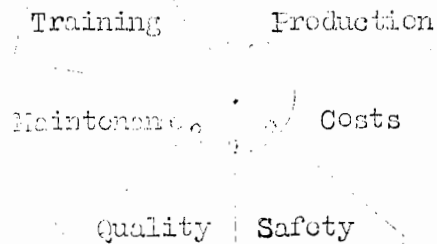
No.

Place circles in blank segment



When we look at any part of the supervisor's job, we find people in the situation.

Enclose small circles in a hub.



Erase most of the small circles and write PEOPLE inside the hub.

The supervisor gets results through people.

Point to heading.

