

## JOB RELATIONS TRAINING QUALITY STANDARDS

1. The first 10-hour program put on by any Job Relations Trainer shall be checked by a visit from an Institute Conductor or a Quality Controller for at least one session and preferably two.
2. No Job Relations Trainer shall be certified as an Institute Conductor until he has put on at least three 10-hour programs, and an Institute Conductor or a Quality Controller has watched him conduct each of the five sessions at least once, and he has been adequately coached (and re-checked) for any weaknesses.
3. Each Job Relations Trainer shall be checked at least once a month. These quality visits are to be spotted for the various sessions in so far as is possible.
4. Each Job Relations Institute Conductor shall be checked on the third, fourth, fifth, and sixth days by a Headquarters Representative at least every three months.
5. No Job Relations Trainer shall remain on the active list unless he puts on at least one 10-hour program a month.
6. No Job Relations Institute Conductor shall remain on the active list unless he puts on at least one Institute every three months.
7. All Quality Control coaching shall be done by a Headquarters Representative, an Institute Conductor, or a Quality Controller.
8. Attendance at every session of the Institute is required in order for a man to be considered for certification as an Institute Conductor.
9. No Supervisor can be certified unless:  
  
    he attends at least 4 sessions, to include Sessions I and V  
    he presents a problem for 4-step method practice