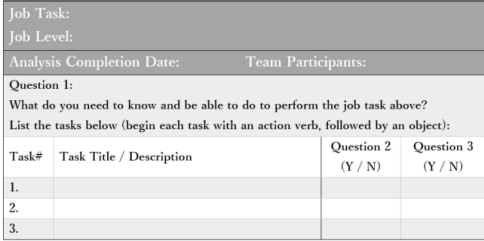
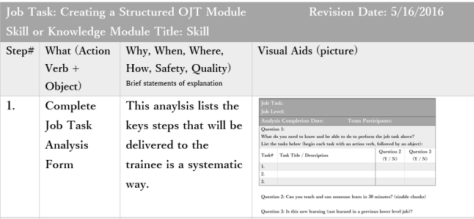





Step #	What (Action Verb + Object)	Why, When, Where, How, Safety, Quality) Brief statements of explanation	Visual Aids (picture)
1.	Complete Job Task Analysis Form	This analysis lists the keys steps that will be delivered to the trainee is a systematic way.	 <p>Question 2: Can you teach and can someone learn in 30 minutes? (sizable chunks)</p> <p>Question 3: Is this new learning (not learned in a previous lower level job)?</p>
2.	Use job task analysis form to fill out Job Training Module	The key steps are then put into a logical order of delivery in a visual format that is much easier for the trainee to learn and retain.	  
3.	Review the module for completeness and accuracy	Check to ensure the job module is error free and lists all of the key steps.	
4.	Complete a pilot training session and changes as needed.	After the first training session make improvements to your document	