

TEACHING JOB SKILLS



**TO ENSURE THE FUTURE
OF OUR INDUSTRY**



STEP 1 - PREPARE THE APPRENTICE

Put the apprentice at ease, let them know how important they are and that you are sincerely concerned about them. Be sure they understand that they *are*. . .our future!

State the job task and determine what the apprentice already knows about it.

Get the apprentice *interested* in learning.

Position the apprentice to properly observe your performance of the job task.

STEP 2 - PRESENT THE JOB TASK

Tell, show and illustrate—**ONE IMPORTANT STEP AT A TIME**—Stress each key point.

Instruct clearly, completely and patiently; but *never* more than the apprentice can comprehend and master at one time.

STEP 3 - TRY-OUT PERFORMANCE

Have the apprentice do the job—correct errors as they perform the task the 1st time.

Make sure they understand *each* step.

Continue until you are confident that the apprentice can perform the task correctly.



STEP 4 - FOLLOW-UP

Allow the apprentice to perform the task on their own, designate what they should do if they need your assistance.

Encourage questions and safe work practices.
Check performance frequently.

Taper-off on coaching and follow-up, as each task is mastered, and the apprentice begins to demonstrate confidence and ability.

As a Journeyman, it is your responsibility to *coach, mentor* and *discipline* the apprentice—Resulting in the development of a proud, competent IBEW Journeyman.

PREPARING TO INSTRUCT

ESTABLISH A TIMETABLE

How much skill do you expect the apprentice to develop in the allotted time.

ANALYZE THE JOB

List the important steps.

Highlight key points—including safety.

HAVE EVERYTHING READY

Assemble the necessary equipment, materials, supplies and mind-set.

ARRANGE THE WORKPLACE

Instruct the apprentice in a work setting that reflects actual working conditions. **STRESS Safety and Good Housekeeping.**

R E • M • E • M • B • E R
*"If the apprentice hasn't learned...
the journeyman hasn't taught!"*