



TRAINING WITHIN INDUSTRY TWI



Introduction

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Safety & Facilities

Emergency exits

Shelter in place

EMTs

AEDs

Restrooms



TWI – Training Within Industry HISTORY

Crisis Created a Need

The TWI Service was one of the first emergency services established during **World War II** by the U.S. Government War Production Board in the early 1940's.

A national **network of professionals was drafted from industry** to develop techniques to quickly ramp up the production of war materials.

The TWI Mission:

To **help industry to help itself** to get out more materials than have ever been thought possible, and at constantly accelerating speed

The real job had to be done **by industry, within industry**

By the end of the war over 1.6 million workers in roughly 16,500 plants had received certified training in TWI.



BRING TWI BACK!

In 2001 the Central New York Technology Organization Reintroduces TWI, thousands of people have been Trained in its methods; creating substantial Competitive Advantages for companies adopting it.



5 Needs

5 Needs Model for Good Supervisors



Five Needs for a Good Supervisor

Knowledge of Work

- *What makes one business different from all other businesses*

Knowledge of Responsibilities

- *Particular company situation regarding policies, rules, regulations, schedules, and organizational structure*

Skill in Instructing

- *How to develop a well trained workforce*

Skill in Improving Methods

- *Utilization of materials, machines and manpower effectively*

Skill in Leading

- *Ability to work with people*



Job Instruction



Who Has These Problems?

- Rejects
- Rework
- Increase in Cost
- Communication
- Attendance
- Unsafe conditions
- Unsafe acts
- Injuries



Training Current or New Employees

From your experience what's the best way to train your employees?

- Telling?



- Showing Alone?

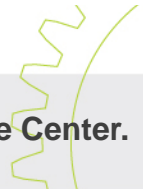


WHAT IS THE PROPER AND CORRECT METHOD?



Job Breakdown

Important Steps	Key Points	Reasons
<ul style="list-style-type: none"> ▪ Advance the work ▪ Change form, fit or function ▪ Adds value ▪ Action phrases or verb 	<ul style="list-style-type: none"> ▪ Safety ▪ Makes or breaks the job (Quality) ▪ Makes the work easier to do (e.g. “knack”, “trick”, etc.) ▪ Calibrates 5 senses ▪ Special information ▪ Adjective or adverb 	<ul style="list-style-type: none"> ▪ Always go with key points ▪ Makes the job easier to learn or remember ▪ Supports Quality, Cost, Delivery & Safety objectives
What	How	Why



TWI – Job Instruction

Job Instruction (JI) is the way to get a person to quickly remember to do a job correctly, **safely** and conscientiously. And all you need is the 4 step method to be able to accomplish this.

- Step 1 - Prepare The Worker
- Step 2 - Present The Operation
- Step 3 - Try Out Performance
- Step 4 - Follow Up

Remember: If the worker hasn't learned the Instructor hasn't taught.



Where do Problems Come From?

1. They Don't Know
2. They Can't do
3. They Won't do
4. They don't care

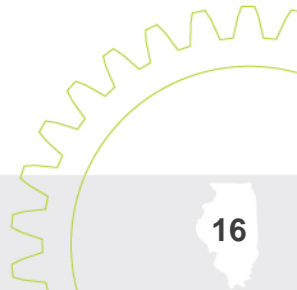


TWI – Job Relations

Job Relations (JR) are the everyday relations between you and the people you supervise. The kind of relation you have affects the kind of results you get. So how do we maintain good relations?

- Step 1 - Get The Facts
- Step 2 - Weigh And Decide
- Step 3 - Take Action
- Step 4 - Check Results

People Must Be Treated As Individuals

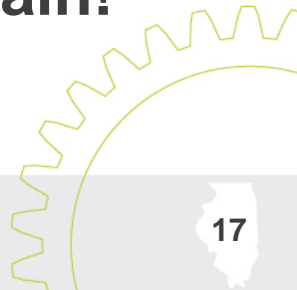


TWI – Job Safety

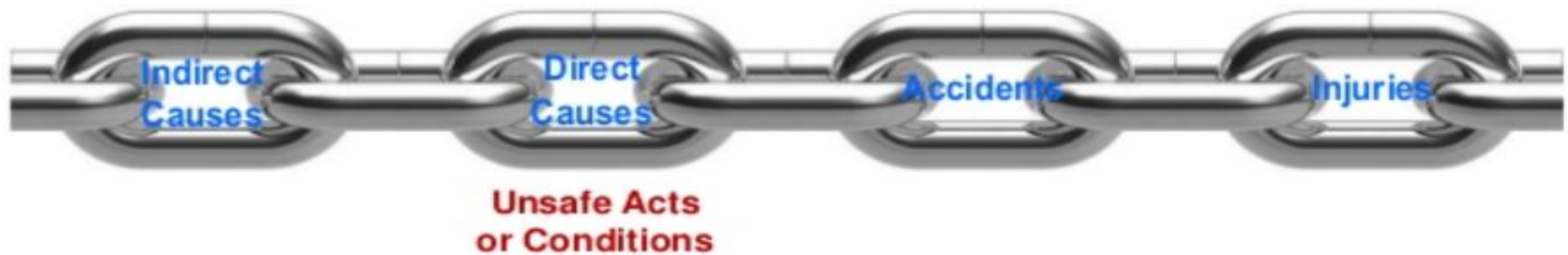
Job Safety (JS) The meaning of safety is to consider measures and take action before a safety incident occurs. Its is NOT to handle the aftermath. As leaders how can we prevent incidents?

- Step 1 - Spot The Causes of Danger
- Step 2 – Decide On Countermeasures
- Step 3 – Enforce Countermeasures
- Step 4 – Check Results

Safety Incidents Are Caused, Break The Chain!



The Incident Chain



Accidents Don't Happen by Accident!



You Must Break The Chain



***To Prevent Accidents,
You Must Break the Chain!***



JS 4 steps

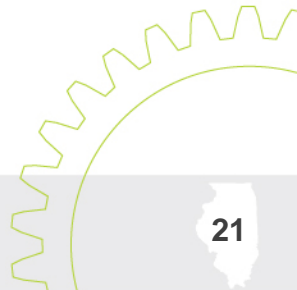
- Step 1 - Spot The Causes of Danger
 - *Consider both things and people*
 - *Check regulations, standards, and best practices*
- Step 2 – Decide On Countermeasures
 - *Ask people who have detailed knowledge*
 - *Think of several Countermeasures*
- Step 3 – Enforce Countermeasures
 - *Can you handle yourself, or do you need help*
- Step 4 – Check Results



TWI – Job Methods

Job Methods (JM) Is a practical plan to help you produce greater quantities of quality products in less time by making the best use of the Manpower, Machines and Materials now available. We also use a 4 step method for JM

- Step 1 - Breakdown The Job
- Step 2 - Question Every Detail
- Step 3 - Develop The New Method
- Step 4 – Apply The New Method



Quick Review

- **Job Instruction (JI)** is the way to get a person to quickly remember to do a job correctly, safely and conscientiously.
- **Job Relations (JR)** are the everyday relations between you and the people you supervise. The kind of relation you have affects the kind of results you get.
- **Job Safety (JS)** The meaning of safety is to consider measures and take action before a safety incident occurs. Its is NOT to handle the aftermath.
- **Job Methods (JM)** Is a practical plan to help you produce greater quantities of quality products in less time by making the best use of the Manpower, Machines and Materials now available.

Questions?

