

# Two Minutes on Manufacturing Excellence - Building a Great Job Training System Step 1

written by admin | September 9, 2020

In our previous two posts, we discussed the worldwide trend of increasing product customization and specialization and the many implications of that. One being the introduction of more variation into our work processes from up-front selling and quoting through design, purchasing, manufacturing and distribution.

So how do we take advantage of the **desired variation** of specialized products that meet specific customer needs while avoiding the **unwanted variation** that diminishes quality, efficiency, predictability and profitability?

Well, one way to reduce unwanted variation is to ensure that the work itself is being done the *ONE BEST WAY*. And we do that by having a great job training system.

## Where to Start - TWI

*A great job training system starts with clear requirements.*

Clear requirements are getting tougher to define as jobs get more complex and continually change. But answers are available using a decades-old, tried and true system called “Training Within Industry” (TWI). And IMC has adapted TWI to align with today’s more complex jobs and rapid pace of change.

## Defining the *ONE BEST WAY*

TWI Implementation starts with “Job Breakdown Sheets” that provide a consistent format or template for identifying:

- **Steps** of the job
- **How-to** perform the steps
- **Why** the step is important (usually for key steps)

The aim of the Job Breakdown Sheet is to describe the *ONE BEST WAY* for doing a job as simply and briefly as possible while ensuring consistency of results and outputs. And of course, the people developing the Job Breakdown Sheets must know the jobs well.

Job Breakdown Sheet templates are available from many sources. We at IMC often use a format developed by *Systems 2 Win*.

## **Up Next**

In our next article we'll talk about next steps for implementing TWI and introduce IMC's recently developed "Training System Self-Assessment" that's available to all area manufacturers.