

## Join us for TWI Training!

Purdue University Manufacturing Extension Partnership (MEP) can help you prepare to be part of the next generation Indiana Workforce. The following skills programs are taught by TWI, the foundation for Continuous Improvement, and are especially important today as Lean pushes more responsibility and decision making down to the supervisor/team leader, and then to the people who do the work.

**Job Instruction Training (JI):** teaches supervisors how to quickly train employees to do a job correctly, safely, and conscientiously. The objective of the course is to help supervisors develop a well-trained workforce: have less scrap, rework, and rejects; have fewer accidents; have less tool and equipment damage.

**Job Methods Training (JM):** teaches supervisors how to improve the way jobs are done. The aim of the program is to help produce greater quantities of quality products in less time by making the best use of the manpower, machines, and materials now available.

**Job Relations Training (JR):** teaches supervisors how to build positive employee relations, increase cooperation and motivation, and effectively resolve conflicts. The course emphasizes that people must be treated as individuals to provide a foundation for developing and maintaining good relations to prevent problems from arising.

**Job Safety Training (JS):** provides a framework for supervisors to engage employees in identifying potential hazards and eliminating them in conjunction with their training and knowledge in OSHA and EPA regulations. This program teaches supervisors a method to analyze the chain of events leading to accidents and hazardous situations.

**TRAINING WITHIN INDUSTRY:  
Leveraging the role of  
supervisors and team leaders  
to increase productivity,  
improve morale, and reduce  
training time.**

"Working with TAP/MEP and its established Training Within Industry program, we were able to train more of our employees in less time and more cost-effectively. We compete globally from here in Indiana because we've been able to increase our productivity standards and reduce our operating cost, thereby boosting customer-service levels while maintaining profitability."

- Joseph Cripe, Vice President for Operations,  
Sports Licensed Division (SLD) of the adidas Group

**TWI Program Structure:** Each of the "J" programs is structured in the same way—five two-hour sessions in five consecutive days. The TWI "4-Step Method", one for each of the programs, is then introduced to show how trainees can handle problems more effectively to gain better results.

**To Register:** Workshops are being scheduled in your area. For a complete listing go to: [www.mep.purdue.edu/events](http://www.mep.purdue.edu/events). Registration information is available at this site.

**For more information:** Email [MEPworkshops@purdue.edu](mailto:MEPworkshops@purdue.edu) or call (800) 877-5182.