

SOP: Job-Specific Task Instruction and Demonstration Procedures

This SOP details the **job-specific task instruction and demonstration procedures** designed to ensure employees receive clear, practical guidance tailored to their unique job roles. It covers step-by-step instructions, live demonstrations, competency evaluations, and ongoing support to enhance skill acquisition, promote safety, and improve overall job performance. The objective is to standardize training methods to increase efficiency and reduce errors in task execution across the organization.

1. Purpose

To ensure all employees are thoroughly trained to perform job-specific tasks through standardized instruction, demonstration, evaluation, and support methods.

2. Scope

This procedure applies to all employees whose roles require job-specific task training, as identified by department managers or supervisors.

3. Responsibilities

- **Supervisors/Trainers:** Ensure delivery, demonstration, and evaluation of task instruction.
- **Employees:** Participate actively and seek clarification as needed.
- **HR/Training Department:** Maintain training records and manage scheduling.

4. Procedure

1. **Preparation**
 - Identify specific tasks requiring instruction as per job description.
 - Gather necessary training materials, equipment, and relevant SOPs.
2. **Task Instruction**
 - Provide clear, step-by-step verbal and written instructions.
 - Highlight critical points, safety precautions, and expected outcomes.
3. **Live Demonstration**
 - Trainer performs the task at normal operating pace while explaining each step.
 - Encourage questions throughout the demonstration.
4. **Hands-On Practice**
 - Employee performs the task under trainer supervision.
 - Trainer observes and corrects technique as needed, providing constructive feedback.
5. **Competency Evaluation**
 - Assess employee's ability to complete the task independently and safely.
 - Document results using a standardized evaluation checklist (see Section 6).
6. **Ongoing Support**
 - Offer additional training sessions, mentorship, or resources if needed.
 - Periodically re-evaluate competency, especially after process changes.

5. Documentation

- Maintain individual training records for each employee.
- Store completed evaluation checklists in employee training files.
- Document all retraining or corrective actions taken.

6. Competency Evaluation Checklist (Sample)

Task Step	Completed Correctly (Y/N)	Comments
Reviewed task instructions		
Observed demonstration		

Performed task independently		
Complied with safety protocols		
Required further instruction		

7. Revision & Approval

- Document all SOP revisions with dates and approver's name.
- Ensure current version is available and obsolete versions are removed.

8. References

- Company Training Policy
- Related SOPs
- Occupational Health & Safety Guidelines