Job Skills Trainer



**W O R K P L A C E I N C L U S I O N & S U S T A I N A B L E E M P L O Y M E N T**

The following form may assist you to breakdown and record the steps involved in teaching a particular task and how long the teaching process was needed. When the person completes the step, without assistance for several days, the task is considered “mastered”.

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| **Task Analysis** | | | | | | |
| Employee: | Job Site: | | | | | |
| Trainer: | Task: | | | | | |
| Task Steps: | |  |  |  |  |  |
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| **+** | The worker completed the step correctly without any assistance. |
| **-** | The worker needed assistance to complete the step or completed it incorrectly. |
| M | The worker has “mastered” the task. |

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