

Workshop Coordinator's Template

For what job are we going to conduct job step analysis?

We are doing this analysis to (select appropriate categories; they become your goals):

- Improve production.
- Decrease maintenance costs.
- Reduce down time.
- Increase safety.
- Improve quality of job training.
- Other

- Who will be involved and what are their qualifications?

-Workshop Planning (Coordinator): (Name:)

-Facilitating Workshop: (Name:)

-Recording Workshop: (Name:)

-Participating in the workshop (Subject Matter Experts, SME's):

- Workers in the job (Experienced and New):

- Supervisors
Names:

- Safety Personnel

- Equipment manufacturer's representative.
Names:

- Maintenance
Names:

- What is the schedule and location for the analysis?
- Preparing for the Job task analysis workshop
 - Workshop assignments:
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_____ Preparing and disseminating read ahead materials.

- Arranging Supplies including:
 - _____ Overhead projector or computer projection system with screen (so as to be able to show the computer monitor on the screen)
 - _____ Two flipchart stands with 4 pads of flipchart paper
 - _____ One small calculator
 - _____ Facilitator will need a laptop computer and access to a printer. Make sure you coordinate computer needs with the Facilitator.
- Suggest provision for healthful refreshments such as juice, ice water, coffee, tea, fruits, vegetables, crackers, etc. so that people will be alert and energetic.
- Room can be on-site or off-site. Choose the location with the fewest distractions