Job Skills Trainer/Job Coach

WORKPLACE INCLUSION & SUSTAINABLE EMPLOYMENT UNTWISE

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".

Task Analysis

Employee: _____ Job Site: _____

Trainer: _____ Task: _____

Task Steps:					

+ 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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