Job Instruction Program [JI]

Trains workers in how to instruct a person to perform a job correctly and safely; and to be productive as quickly as possible, while creating less scrap, rework, and damage to tools and equipment.
The JI program is a 4-step method which teaches a supervisor how to instruct. The 4 steps are as follows:

- Prepare the worker
- Present the operation
- Try-out performance
- Follow-up

Job Methods Program [JM]

Trains employees in how to improve the way jobs are performed in order to consistently produce greater quantities of quality products in less time using the available manpower, machines and materials. In short, it teaches how to maximize output with optimized use of resources.
The JM program is a 4-step method which teaches a supervisor how to make improvements to optimize resources.
The 4 steps are as follows:

1. BREAK DOWN the job
2. QUESTION every detail
3. DEVELOP the new method
4. APPLY the new method

Job Relations Program [JR]

Trains employees in how to solve personnel problems using an analytical, non-emotional method combined with some basic foundations of human relations. JR emphasizes that you must treat all people as individuals and by understanding people on all levels, supervisors can achieve results working through people.

The JR program is a 4-step training method which teaches a supervisor how to understand and deal with people.
The 4-steps are as follows:

1. GET THE FACTS
2. WEIGH AND DECIDE
3. TAKE ACTION
4. CHECK RESULTS

While taking these actions we must determine whether these actions have helped company's growth.
In addition, JR emphasizes foundations for good relations as summarised below:

1. Let each worker know how he is getting along
2. Give credit where credit is due
3. Tell people in advance about changes that will affect them
4. Make the best use of each person's ability