



Welcome to a lesson on
JOB AIDS



Musical Job Aid

- Do
- Re
- Me
- Fa
- So
- La
- Te
- Do

Humorous Job Aid



Quotations

White pepper on white food,
black pepper on everything else.

-- Julia Child, famous chef

When the cook is happy,
the food tastes better.

-- Jaques Pepin, famous chef

Others?

Key Questions

- A. What is a Job Aid?
- B. Why is it important to know how to create and use Job Aids?
- C. What terms are commonly used with Job Aids?
- D. What are examples of technical occupations that use Job Aids?
- E. What is the difference between a Job Aid and an SOP?
- F. What are examples of Job Aids?
- G. What is a phrase?
- H. What is an acronym?
- I. What is a mnemonic?
- J. What is a rhyme?
- K. What is an alliteration?
- L. What is a checklist?
- M. What is the SOP and Job Aid for creating Job Aids?
- N. What is your attitude toward Job Aids?
- O. What have you learned?
- P. How should you announce your competence in Job Aids?
- Q. How can you improve your competence in Job Aids?

Why is it important to use Job Aids?

Learning Objectives contribute to the following applicable competence standards:

- All Occupational Skills Standards
- All 18 Career Clusters of the Common Core State Standards especially College and Career Readiness Skills
- Framework for 21st Century Learning
- Bloom's Taxonomy of Learning Domains

Measurable Learning Objectives

Upon completion of this lesson on the occupational competency of using Job Aids, you will be able to:

1. Demonstrate occupational competence in Job Aids.
2. List two or more reasons why competence is important on the job.
3. Know over 80% of the terms used with the competency.
4. List one or more examples of each of the three kinds of acronyms.
5. List three or more characteristics of the competency.
6. Understand/appreciate the background of the competency.
7. Apply facts and procedures to using the competency.
8. Implement the SOP and job aid for creating Job Aids.
9. Display a positive attitude toward the competency.
10. Modify/ write/ create a Job Aid for an occupation/ career of choice.

What **terms** are commonly used with Job Aids?

- **Term**
- **Acronym**
- **Alliteration**
- **Checklist**
- **Job Aid**
- **Mnemonic**
- **Phrase**
- **Rhyme**
- **SOP**
- **Standard Operating Procedure**

What is a **phrase**?

Here's how to remember the planets in order in our solar system.

My Very Elderly Mother Just Sits Up Nights

(sun) Mercury Venus Earth Mars Jupiter Saturn Uranus Neptune

What is an acronym?

Ask any pilot what *ARROW* stands for, and they'll list five pieces of information that every aircraft needs before it can be flown legally.

- **A**irworthiness Certificate
- **R**adio Station License from FCC
- **R**egistration Certificate
- **O**perating Limitations
- **AirW**orthiness Inspections

Solve these acronyms

EMT =

PIN =

ASAP =

FYI =

LOL =

SUV =

ATV =

VIN =

Solutions

EMT = Emergency Medical Technician

PIN = Personal Identification Number

ASAP = As Soon As Possible

FYI = For Your Information

LOL = Laughing Out Loud; Lots Of Love

SUV = Sport Utility Vehicle

ATV = All Terrain Vehicle

VIN = Vehicle Identification Number

Solve these acronyms

NATO =

NIMBY =

Warfarin =

Solve these acronyms

NATO = North Atlantic Treaty Organization

NIMBY = Not In My Back Yard, the reply of a person who is offered industrial development

Warfarin = Wisconsin Alumni Research Foundation (the patentee) + coumarin; a blood thinner, also used to kill rats.

What is a **mnemonic**?

Examples?

What is a **rhyme**?

If you have time to lean,
you have time to clean.

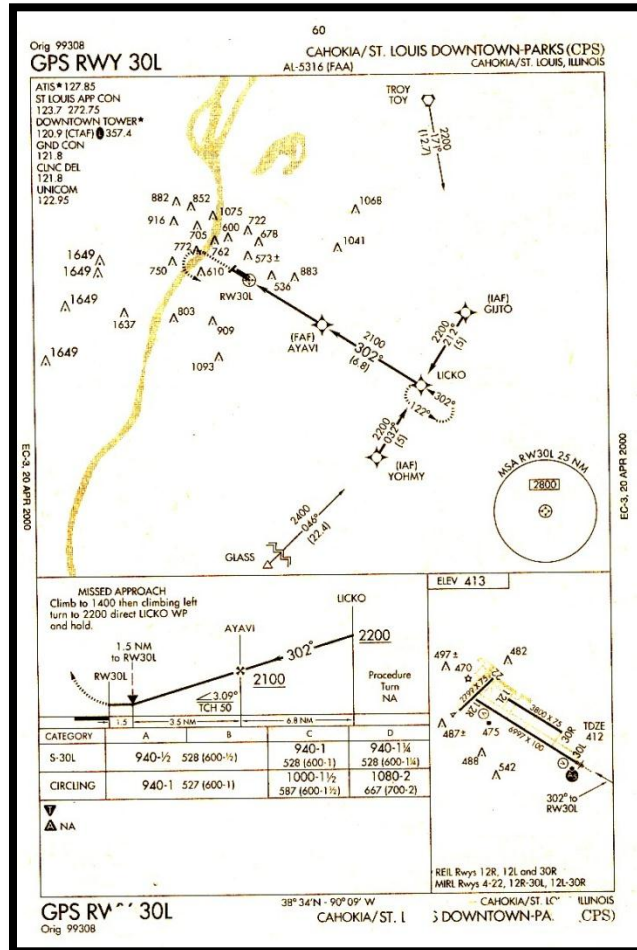
What is an **alliteration**?

Examples?

What is a **check list**?

Examples?

What are examples of Job Aids?



What are examples of technical occupations that use Job Aids?

List examples from occupations/careers of choice:

What is the difference between a Job Aid and an SOP?

List key differences:

What is the standard operating procedure
and job aid for creating Job Aids?

Key It!

What is your attitude toward Job Aids?

What was your score on the Attitude Survey?

Where are you on the following scale?

Do you have a positive or negative attitude?

10 20 25 30 40

(negative) (neutral) (positive)

< - - - - - >

What have you learned?

What was your score on the Practice Quiz?

Where are you on the following scale?

(number of correct answers)

0 5 10 15 20

(start over) < - - - (okay) - - - - > (excellent)

How should you announce your competence in Job Aids?

- Occupational resume
- Job applications
- Job interview(s)
- Periodic performance evaluations
- Others?

How can you improve your competence in Job Aids?

Develop a personal plan.

Step 1:

Step2:

Step 3:

More?

This PowerPoint updated on 11 January 2015.