Team Leader Instructions for Providing Just-in-time Training (JITT)

1	Receive your JITT Packet from POD Director	☐
2	Gather your team and proceed to your designated work area or JITT area	
3	Introduce yourself and your team members	
4	Distribute and review Job Aide Sheets (JAS)	
5	Distribute appropriate colored vests to team members	
6	Describe to your team members their function within the POD process	
7	Describe and gather the forms, tools, and supplies that your team will be using to perform their job from the POD Kits.	
8	Using a team member or members as clients, give an example of the job function	
9	Describe the chain of command and communication pathways to the team	
10	Describe how the team member(s) request supplies	
11	Ask the team members if they have any questions	
12	Report the completion of JITT to the POD Director and stand by your workstation for further instructions	

Notes: JITT takes place after the Operational and Safety Briefing and before the final walkthrough and should take no more than 20 minutes.

Any instructions concerning clients with functional needs specific to your function or workstation should also be addressed.