**Voiceover Script**

**Process Training Document**

Slide 1:

“This presentation introduces the process training document developed by Ohio University and the Ohio Bureau of Workers’ Compensation. In this video we will discuss the purpose of this tool as how to use it”

Slide 2:

“This tool is designed to establish a standardized procedure for a task to help train new employees or reference on the job. It strives to make understanding a new task a simple task with easy to read and user-friendly documentation.”

Slide 3:

“At the top of the sheet, information about the overall task and the process training document is required. The version date allows the reader to quickly assess if the most current process is being used. Also the task itself should be clearly identified with a unique identifier. To standardize the process, it must be broken down into steps. Enter the total number of steps here to change the sheet to fit your specific task. Then simply indicate the team or employee responsible for putting together this sheet.”

Slide 4:

“Each step should include the following. First indicate the goal of the step, or what the step accomplishes within the process as a whole. Also indicate any supplies required to complete this step. This is important so that workers know what is needed to complete each task so they do not have to search the facility for things they need. Safety and ergonomic concerns for this step should also be indicated here to help workers proceed safely. Finally a picture of the recommended method for completing the task should be included to demonstrate the proper method.

Slide 5:

“Each step should also include an estimated completion time. Although it is recommended to indicate a time for each step, if using one completion time for the entire task is more intuitive for your problem, you can simply indicate one completion time for the sum of all steps. Also these values can be described as ranges of acceptable completion time. The goal for these recommended times is to keep the workers on a comfortable but steady production pace.”