

# Task Analysis: Breaking Down New Jobs

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# Before You Start:

Consider:

- Task
- Environment
- Individual



# Individualize Instruction

**Gardner:** Individuals have multiple intelligences and spectrum of abilities.

Instruction should be presented using multiple modalities for a variety of learners.



# Common Learning Styles



Auditory



Visual



Kinesthetic



Reading/Writing

# Identify Learning Style

- Individual is the expert
- Opportunity to develop self-advocacy skills
- Consider your teaching style and modify



# Task Analysis

What is a task analysis and how do you use it?



# Task Analysis Definition

- A detailed study of how a particular task is accomplished in the workplace
- Takes into account:
  - required tools
  - task complexity
  - specific steps needed to accomplish the task
  - how often the task is performed
  - conditions at the worksite
  - any factors unique to performance of the task

# Task Analysis Cont.



- Break down a task into steps
- Be consistent
- Ask employer
- Identify natural cues



# Natural Cues vs. Prompts

Natural cues that occur naturally in the environment can be used to foster independence

Task	Environmental Cue	Prompt
Empty recycling	Recycling bin is full	Coach points to bin
Fill copier	Light on the copier	Verbal prompt

# Encourage Independence

- Use natural or environmental cues when possible
- Don't take the place of instruction from employer
- Use technology



# Employer Considerations

The employer is your customer also:

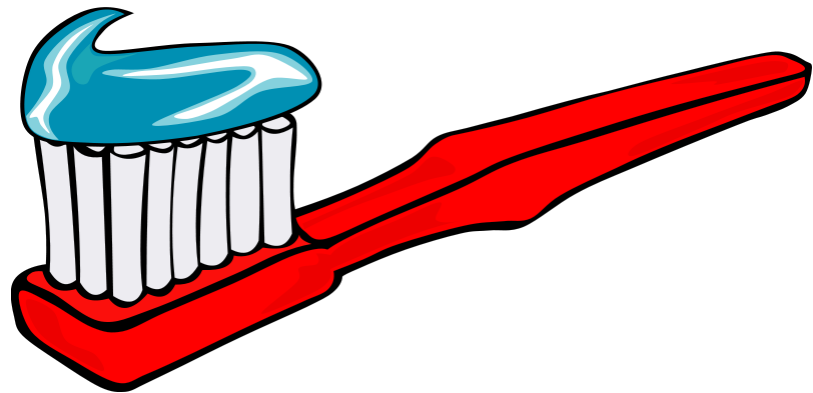
- Employer benefits from TA
- Provide customer service



# Let's complete a Task Analysis

Task to be completed:  
Brushing your Teeth

5-10 minutes



# Group sharing



# Example of a Task Analysis



# Review steps of a task analysis

1. Identify the setting, materials, & supplies where task is being performed
2. Observe someone else doing the task
3. Perform the task yourself
4. List the steps needed to complete the task
5. Review & revise
6. Review steps with a manager
7. Identify natural cues for each step

# Uses of Task Analysis:

Teaching a new task

Training multiple employees

Consistency for job coaches

Assess performance on a previously learned task



# Tools

## Low Technology



Words and or pictures on paper

Timers

## High Technology



Prompt with words, pictures, videos

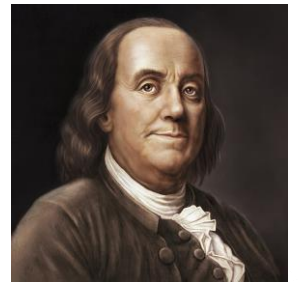
Apps: Pictello, animoto, imovies  
smart watch- vibrating timers

# Conclusion

- Always develop a task analysis according to the learning style of the individual learning the task and the task
- A task analysis should be adjusted as job responsibilities are added or removed
- Make your task analysis consistent
- Look for natural cues

Tell me and I forget;  
show me and I may remember;  
involve me and I will learn.

- *Benjamin Franklin*



# Questions



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Thank you!

