Task Analysis:
Breaking Down New Jobs

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Institute for Community Inclusion
promoting the inclusion of people with disabilities
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

- Visual
- Auditory
- 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.

<table>
<thead>
<tr>
<th>Task</th>
<th>Environmental Cue</th>
<th>Prompt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empty recycling</td>
<td>Recycling bin is full</td>
<td>Coach points to bin</td>
</tr>
<tr>
<td>Fill copier</td>
<td>Light on the copier</td>
<td>Verbal prompt</td>
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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!