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# JET Sample Title

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Job Title: <Type Here>

Job Role: <Type Here>



# JET

Job  
Environment  
Training



## What is Job Environment Training (JET)?

Job Environment Training (JET) is one-on-one training with a Facilitator guiding a participant through the various processes, procedures, tasks, and steps, while using the required systems to perform specific job role duties. The JET document serves as a training outline for both the facilitator and the participant.

This training manual is yours to keep and personalize for your own unique learning needs. The manual contains instructions, exercises, examples, definitions, and job aids you need in this class. In addition, your instructor may provide additional training materials throughout the class. You are encouraged to take notes directly in this manual or highlight important content areas.

## Training Completion - Sign Off Acknowledgement

The Training Completion Slide at the end of this document is the participant's way of acknowledging the completion of this JET. The final document can be printed and/or saved as a file in the participant's folder by the Participant's manager.

## What do the graphics mean?

The following graphics call your attention to important information.

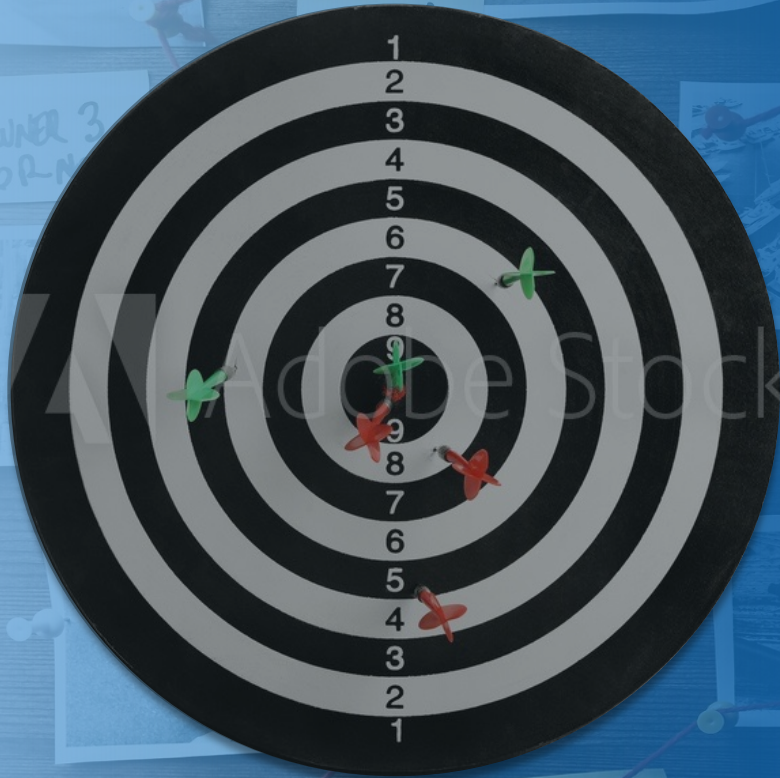
<p><b>Tell</b></p> 	<p><b>Show</b></p> 	<p><b>Do</b></p> 	<p><b>Process</b></p> 
<p><b>Key Points</b></p> 	<p><b>Strengths</b></p> 	<p><b>Areas of Opportunities</b></p> 	<p><b>Questions for your Facilitator</b></p> 



## Objectives

On completion of this training, you should be able to:

- Describe x
- Demonstrate y
- Identify z





## Preparation

### As the Facilitator:

This JET covers the skills and tasks a new hire needs to learn in order to perform their job role. Use the topic Agendas to demonstrate each of the skills and tasks outlined here for the participant. Next, you'll verify that the participant(s) can perform each of the tasks, checking off each task as you go. You can either print a copy of this JET or fill it out and save it as you go. In either case, take a moment to review it in advance.

Some tasks involve using online procedures. Before beginning, locate, open and review any associated online procedures. Links are provided to the current version of any procedures involved in the job role. Because procedures change frequently, help make it a habit for your participant(s) to always use the latest online version, not a printed copy.

It's easier to demonstrate procedures on a system with dual monitors. You can have the procedure open on one monitor while performing the associated tasks on the other monitor. If you are demonstrating procedures on a single monitor system, open the procedure and use the <ALT-Tab> keys to switch between the procedure and performing the task as you cover each step.

Once you have demonstrated a task, have the participant(s) perform the same task as you watch. Use your experience to answer questions and assist the participant(s). This is the participant's chance to learn by doing. This JET is designed to complete each topic as a "chunk." Do not try to demonstrate the entire JET, and then expect the participant to perform all of steps. Instead, think Tell, Show, Do, and Process for each topic.

The job role is easier to learn and remember when demonstrated and performed in smaller chunks!

### As the Participant:

During this Job Environment Training session, you'll learn the tasks and skills needed to perform your job role here at Chase. Your facilitator will demonstrate and explain each task as you watch. Then, you'll have time to perform those same steps to demonstrate that you understand how to do them.

The goal of this training is to help you understand what's expected of you and, in some cases, how well you'll be expected to do it. No one expects you to be an expert after this training; this is your chance to practice, learn and become proficient. Make the most of this opportunity by:

- Paying close attention and being an active participant
- Taking notes
- Asking questions
- Asking for help if you get stuck or can't remember what to do next

Keep in mind you're not being graded during this training. The only test is you being able to demonstrate that you know where to find procedures or other information you may need and that you are able to proficiently complete the tasks associated with your job.

Once you've completed this JET, you and your facilitator will review your progress and complete an online attestation that you've successfully demonstrated your ability to perform the tasks of your job role.



## Job Role Introduction

### Overview and Purpose:

The <**Job Role Title**> completes...

The <**Job Role Title**> utilizes <list systems> to <list general tasks>.



## Items Needed to Teach this Job Role

### Policy/Procedures Used

This JET was developed in conjunction with this procedure which is used extensively in your job role and was used in the development of this JET:

Access	Procedure Title	Date
	List Procedure Title(s) – IFS#####	Last Update Date

Create Hyperlink button(s)

### Other Items Needed

Before you begin delivering the content of this JET, you also need access to:

Access	Application
	List Procedure Title(s) – IFS#####






Create Hyperlink button(s)



## Performance Checklist

**Objective:** Upon completion of this JET, you should be able to perform the daily tasks required of a/an **<Job Role Title>**.

This section outlines the overall learning path for your job role and the topics you'll learn as part of this JET. It also serves as your course agenda. The suggested times are an estimate.

Access	Topics Covered	Day	Estimated Time
	<b>Topic 1</b> – Topic Title		
	<b>Topic 2</b> – Topic Title		
	<b>Topic 3</b> – Topic Title		
	<b>Topic 4</b> – Topic Title		
	<b>Training Completion</b>		

Create Hyperlink button(s)





## Topics Overview

Serial Number	Topics Names	Details to Cover
1	<b>Topic 1</b> – Topic Title	Include one or two sentences on details.
2	<b>Topic 2</b> – Topic Title	Include one or two sentences on details.
3	<b>Topic 3</b> – Topic Title	Include one or two sentences on details.
4	<b>Topic 4</b> – Topic Title	Include one or two sentences on details.



Topic 1



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Sample Title





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Serial No.	Task	Topic 1: <Title>	Topic 1 (Continued)
1	 <p>Access InfoSource and display the procedure.</p>	<p>Thoroughly review the procedure: &lt;Procedure Title(s)&gt; &lt;Hyperlinks if any&gt;</p>	
2	 <p>Demonstrate the procedure by: &lt;summarize tasks&gt;</p>	<p>Log in to the &lt;system name&gt;: &lt;Hyperlinks if any&gt;</p> <ul style="list-style-type: none"> <li>▪ Steps here</li> <li>▪ Steps here</li> </ul> <p>Log in to the &lt;system name&gt;: &lt;Hyperlinks if any&gt;</p> <ul style="list-style-type: none"> <li>▪ Steps here</li> <li>▪ Steps here</li> </ul>	

Serial No.	Task	Topic 1: <Title>
3	 <p>When finished with the first loan, go to next.</p>	<p>Continue to demonstrate until participant feels comfortable and then allow practice while facilitator observes proficiency.</p>
4		<ul style="list-style-type: none"> <li>▪ Review key points from this topic.</li> <li>▪ Review your strengths and areas for improvement.</li> <li>▪ Review questions and answers with your facilitator.</li> <li>▪ Check off the completed topic on the Performance Checklist.</li> </ul>



Serial No.	Review	Topic 1: <Title>   Comments and Questions
1	 <p>What are the most important things you learned about this topic?</p>	
2	 <p>Summarize the steps of this topic you feel you've mastered.</p>	
3	 <p>Summarize any areas of this topic that may need more practice.</p>	
4	 <p>Do you have any questions?</p>	



## Topic 2



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Serial No.	Task	Topic 2: <Title>	Topic 1 (Continued)
1	 <p>Access InfoSource and display the procedure.</p>	<p>Thoroughly review the procedure:                      &lt;Procedure Title(s)&gt;                      &lt;Hyperlinks if any&gt;</p>	
2	 <p>Demonstrate the procedure by:                      &lt;summarize tasks&gt;</p>	<p>Log in to the &lt;system name&gt;:                      &lt;Hyperlinks if any&gt;</p> <ul style="list-style-type: none"> <li>▪ Steps here</li> <li>▪ Steps here</li> </ul> <p>Log in to the &lt;system name&gt;:                      &lt;Hyperlinks if any&gt;</p> <ul style="list-style-type: none"> <li>▪ Steps here</li> <li>▪ Steps here</li> </ul>	



Serial No.	Task	Topic 2: <Title>
3	 <p>When finished with the first loan, go to next.</p>	<p>Continue to demonstrate until participant feels comfortable and then allow practice while facilitator observes proficiency.</p>
4		<ul style="list-style-type: none"> <li>▪ Review key points from this topic.</li> <li>▪ Review your strengths and areas for improvement.</li> <li>▪ Review questions and answers with your facilitator.</li> <li>▪ Check off the completed topic on the Performance Checklist.</li> </ul>





Serial No.	Review	Topic 2: <Title>   Comments and Questions
1	 <p>What are the most important things you learned about this topic?</p>	
2	 <p>Summarize the steps of this topic you feel you've mastered.</p>	
3	 <p>Summarize any areas of this topic that may need more practice.</p>	
4	 <p>Do you have any questions?</p>	



## Topic 3



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Serial No.	Task	Topic 3: <Title>	Topic 3 (Continued)
1	 <p>Access InfoSource and display the procedure.</p>	<p>Thoroughly review the procedure:                      &lt;Procedure Title(s)&gt;                      &lt;Hyperlinks if any&gt;</p>	
2	 <p>Demonstrate the procedure by:                      &lt;summarize tasks&gt;</p>	<p>Log in to the &lt;system name&gt;:                      &lt;Hyperlinks if any&gt;</p> <ul style="list-style-type: none"> <li>▪ Steps here</li> <li>▪ Steps here</li> </ul> <p>Log in to the &lt;system name&gt;:                      &lt;Hyperlinks if any&gt;</p> <ul style="list-style-type: none"> <li>▪ Steps here</li> <li>▪ Steps here</li> </ul>	

Serial No.	Task	Topic 3: <Title>
3	 <p>When finished with the first loan, go to next.</p>	<p>Continue to demonstrate until participant feels comfortable and then allow practice while facilitator observes proficiency.</p>
4		<ul style="list-style-type: none"> <li>▪ Review key points from this topic.</li> <li>▪ Review your strengths and areas for improvement.</li> <li>▪ Review questions and answers with your facilitator.</li> <li>▪ Check off the completed topic on the Performance Checklist.</li> </ul>



Serial No.	Review	Topic 3: <Title>   Comments and Questions
1	 <p>What are the most important things you learned about this topic?</p>	
2	 <p>Summarize the steps of this topic you feel you've mastered.</p>	
3	 <p>Summarize any areas of this topic that may need more practice.</p>	
4	 <p>Do you have any questions?</p>	



Upon completion of all topics, your JET Facilitator will observe your completion of the above tasks and document your proficiency level.

## Facilitator Comments



## Training Completion

### Completion Items

#### JET Facilitator

My JET Facilitator has walked through these materials with me. Therefore, I acknowledge review of the materials with the facilitator.

#### Procedures

I have reviewed the following procedures for this course:

- Procedure Title(s).
- Procedure Title(s).

#### Completion Acknowledgement

I acknowledge that I have reviewed the training included in this JET and the related procedures with my JET Facilitator and can perform the tasks associated with this JET. When I close out of this JET in the learning@jpmc eLMS site, I am acknowledging completion.



**Congratulations!**  
You have completed this JET.

