

# Phase One

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Trainer: Confirm and check the appropriate training has been completed.**

Phase 1 training course

**Trainer: Have the trainee complete the following activities throughout the first month of shifts.**

Grade one whole book and mark the mistake count on the cover.

Notes:

Sort a BM, CB, HS, VAS, RKT, and RDY according to subject. Then, sort by mastery (test vs. mistake count).

Notes:

Explain the purpose and importance of the game plan, check-out sheet, and record sheet.

Notes:

Using a blank folder, sort an OF record sheet, checkout sheet, and math, reading, MWP, and grammar record sheets to the appropriate folder section.

Notes:

**Trainer: Throughout the first month of shifts, check off the tasks below when the trainee completes them successfully and accurately.**

Grade well and with answer keys

Notes:

Follow students' game plans

Notes:

Complete the check-out sheet properly

Notes:

Complete a record sheet when appropriate

Notes:

Provide homework accurately and prepare new booklets

Notes:

Complete class in the noted amount of time

Notes:

**As soon as all activities and tasks above are checked off, the trainee has passed Phase One. The trainee can now begin Phase Two training online.**

Your evaluation will be in: \_\_\_\_\_