

Phase Three

Name: _____

Date: _____

*training complete 1
mo. after this date*

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

Phase 3 training course

Training points are greater than or equal to: _____ (recommended is 210)

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

Have the employee pretend to answer the phone and have a short conversation about looking for more center info

Notes:

Have the employee walk through how to determine a student's time in and out (regular and double class)

Notes:

Have the employee explain what to do when a student is early/late and how to show it in the schedule

Notes:

Have employee explain how to determine which students to seat together (high-need vs. low-need curriculum)

Notes:

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

Grade well and with answer keys

Notes:

Write and follow students' game plans appropriately

Notes:

Seats students for effective class

Notes:

Complete record sheets correctly

Notes:

Complete check-out sheets (including check-in section) correctly

Notes:

Answer students' questions

Notes:

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