

Phase Four

Name: _____

Date: _____

*training complete 1
mo. after this date*

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

Phase 4 training course

Training points are greater than or equal to: _____ (recommended is 360)

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

Have the employee explain when to send a student back to the table (detail center-specific rules of thumb, i.e. when to complete tasks at check-out, if a note should be made about employee's error, etc.)

Notes:

Have the employee explain what to do with books of corrections both completely corrected books and books that still have books

Notes:

Have the employee walk you through identifying the appropriate amount of homework going home with three students (using the check-out sheet and days left count in book, recognize when tests or a book are needed for extra)

Notes:

Have employee explain how to determine if a folder needs to be put to the side for extra materials with three students' folders

Notes:

Have employee record five books (mix of passes and repeats; explain where to find books to record and filing systems)

Notes:

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

Grade well and with answer keys

Notes:

Analyzes students' game plans and contents of box appropriately

Notes:

Complete record sheets correctly

Notes:

Complete check-out sheets correctly

Notes:

Answer students' questions

Notes:

As soon as all activities and tasks above are checked off, the trainee has passed Phase Four. The trainee can begin Phase Five at your discrepancy.