

Phase Five

Name: _____

Date: _____

*training complete 2
mo. after this date*

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

Phase 5 training course

Training points are greater than or equal to: _____ (recommended is 510)

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

Have the employee discuss training progress with you as if you were a trainee using the example situations

Notes:

Provide example appt. time changes and have employee explain how to complete entries on the sheet

Notes:

Have employee explain when the new hire should be working independently with one student and what to do if that is not occurring

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:

Complete the training checklist with clear and effective notes

Notes:

Complete record sheets correctly

Notes:

Complete check-out sheets correctly

Notes:

Answer students' questions

Notes:

Guides and mentors other staff and new hires patiently and effectively

Notes:

Trainee has successfully trained two staff members

Notes:

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

PHASE FIVE FEEDBACK ACTIVITY EXAMPLES

Choose at least two from the checklist expectations for the trainee to give feedback.

-Grade well and with answer keys: New hire is not using answer keys consistently.

-Follow students' game plans: New employee often skips corrections and the initial oral facts

-Complete the check-out sheet properly: New employee often forgets to write in the columns for MWP or GRM/SB even when it is applicable

-Complete a record sheet when appropriate: New hire does not complete record sheets consistently

-Provide homework accurately and prepare new booklets: New hire does not understand how to give extra work to fulfill the needed amount of homework OR new hire does not pull the answer key/test out of new books

-Complete class in the noted amount of time: New employee often has two or three activities from the game plan to complete with no time left in the appointment time

**The goal with feedback for trainees is for it to be actionable. Also be sure the tools needed for the trainee are available (i.e. answer keys readily accessible, game plan is filled out for them so he just needs to follow it, etc.).