Phase Six

Name:_____ Date:_____

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

Phase 6 training course

Training points are greater than or equal to: _____ *(recommended is 660)*

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

Have employee explain when to start a student in a new curriculum branch (i.e. grammar or MWP) or LL/FTP

Notes:

Have employee explain when to move a student to IL or to test of certain math booklets

Notes:

Have the employee walk you through how to pull curriculum for five students (and a range of curriculum branches)
Notes:

Have employee practice giving feedback to a new hire and a veteran staff member who needs to break a bad habit (sample situations provided)
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:

Viewed as a source for grading, table org., etc

Notes:

Provides a good example for other staff

Notes:

Responds to new situations and stress well
Notes:

Walks around often and supports staff

Notes:

Managing students for an efficient and effective class

Notes:

As soon as all activities and tasks above are checked off, the trainee has passed Phase Six.

PHASE SIX FEEDBACK ACTIVITY EXAMPLES

Choose at least one from the two categories below.

New Hire Feedback

-a newer employee is struggling to organize the table well with two students at the table

-a newer employee often forgets to fill out the check-out sheet or makes many errors on the check-out sheets throughout a shift

-a newer employee does not answer students' questions correctly

**Make the feedback actionable, and provide hands-on examples for improvement (i.e. showing how to organize the table). Don't forget you can use the trainings, especially curriculum trainings, to improve the new hire's performance.

Veteran with Bad Habits

-a long-term employee has stopped using answer keys

-a long-term employee has started passing students on tests that are not passes because they are "so close" to passing

-a long-term employee no longer actively listens to students' reading aloud

**For veteran staff, have a conversation with your questioning why behaviors have changed or why habits have developed. Often times the staff member is confident in their abilities, so it can be helpful to have examples of their errors readily available. Using the training evaluation even for veteran staff can make the feedback more tangible.