

Crew Trainer Orientation Checklist

Congratulations! This is your first step to become a certified Crew Trainer. In this step, your coach will review your new job expectations, your roles & responsibilities, your curriculum on FRED and outline the steps to become verified in your new position.

Instructions

Crew Trainer: You and your coach can check off each item after reviewing it together

Crew Trainer Coach:

- The information in the table (below) provides training tips for you to follow as you sit with your new Crew Trainer
- The **Time** column estimates the amount of time for you to complete this checklist with your new Crew Trainer. It does *not* include the time the new Crew Trainer takes to complete self-study materials, which you will cover during this coaching session.

	Time	Learning Item	Notes
<input type="checkbox"/>	5 min	Expectations	
<input type="checkbox"/>	10 min	Overview of Role Profile & Leadership Behaviors	<ul style="list-style-type: none"> • Review Crew Trainer Role Profile • Review Behaviors of Crew Trainer
<input type="checkbox"/>	10 min	Review Crew Trainer Curriculum on FRED	<ul style="list-style-type: none"> • Crew Trainer log into FRED • Navigate to Crew Trainer curriculum
<input type="checkbox"/>	15 min	Training with FRED	<ul style="list-style-type: none"> • Navigate to the Crew Training Roadmap • Demo Hospitality • Demo Assigning Skill Level to <i>new</i> employees • Demo Assigning Credit to <i>existing</i> employees
<input type="checkbox"/>	10 min	Overview of Certification Steps	<ul style="list-style-type: none"> • Complete Crew Trainer curriculum on FRED & print certificate of completion • Become proficient in roles & responsibilities • Train a minimum of ___ new crew members & successfully assign Skill Levels • Train a minimum of ___ existing crew members & successfully Assign Credit
<input type="checkbox"/>	10 min	30-Day Training Plan	<ul style="list-style-type: none"> • Scheduled to complete FRED curriculum on: _____ • Practice roles & responsibilities ongoing with a mid-point check in with coach on: _____

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