

## TRAINING PERFORMANCE GUIDE

Below are the expectations of a training department employee at the Missionary Training Center. **The bolded items are expectations for you to master during your initial probationary training period and maintain during your time at the MTC;** you are expected to develop the other skills during your first year of employment. Remember that growth happens “line upon line, precept upon precept” ([2 Nephi 28:30](#)). Refer to this document frequently and work closely with your supervisor to identify opportunities for growth and improvement. For each category, you are also responsible to adhere to all other related competencies outlined in your specific curriculum guide.

### PROFESSIONALISM

As a returned missionary, you provide missionaries a vision of who they can become. Be an inspiring example of Christlike discipleship both in and out of the MTC. At work, be a model for the missionaries in how you speak, act, and dress by adhering to the guidelines on the Training Expectations document for your area. A professional employee will:

- **Arrive on time for your shift/appointment and prepare spiritually before each interaction.**
- **Begin and end your work interactions on time and use that time wisely.**
- **Adhere to missionary standards of dress and appearance.**
- **Maintain an environment conducive to learning, including Zoom backgrounds and rooms free from distractions, and a stable internet connection when teaching online.**
- **Use dignified language. Avoid slang or overly casual language.**
- **Counsel with your supervisor to determine how to use time not used with missionaries.**
- **Attend and participate in all required meetings.**
- **Demonstrate a willingness to receive and apply feedback.**
- **Maintain professional and positive interactions with others.**
- **Communicate regularly with others as directed by your department (missionaries, co-teachers, ecclesiastical leaders, supervisors).**
- **Adhere to employment policies and expectations pertaining to your role.**

### VISION AND ALIGNMENT

Your role as a trainer is to lead missionaries to the Savior. As you focus on Jesus Christ and His doctrine in your own life and at work, you will help missionaries understand and fulfill their missionary purpose. A trainer with vision will:

- **Align instruction with approved direction from leadership.**
- Understand the doctrine of Christ and your purpose as a trainer.
- Consistently encourage missionaries to learn from Christ’s example, to rely on Christ, and focus on His work.
- Clearly connect all instruction and topics to the missionary purpose and Christ.

### RESOURCE PROFICIENCY AND UTILIZATION

The scriptures, the words of the living prophets, [Preach My Gospel](#), the [Missionary Standards for Disciples of Jesus Christ](#) handbook, [Adjusting to Missionary Life](#), and approved missionary curriculum are the foundation for missionary training. As you interact with missionaries, use the language of the scriptures and *Preach My Gospel*. Help missionaries develop the habit of turning to Jesus Christ and His words first by using and knowing approved resources.

- **Ensure all teaching is centered in the [approved resources](#).**
- Focus training on achieving activity outcomes.
- Have a thorough knowledge of the scriptures, *Preach My Gospel*, missionary standards, and specific direction from leadership.
- Help missionaries take responsibility for their learning by leading them to the scriptures, *Preach My Gospel*, and *Adjusting to Missionary Life*.

### INSTRUCTIONAL EXCELLENCE

Develop effective teaching skills that empower missionaries to learn. Help missionaries teach by the Spirit. Remember the guidelines in *Preach My Gospel*, chapter 10 as you:

- **Focus on the growth of individual missionaries rather than on yourself.**
- Provide brief, relevant, realistic, and replicable demonstrations and scenarios for practice.
- Ensure adequate practice time to reach proficiency in the skill to be learned.
- Use the approved teaching models to adapt your teaching to meet learners’ needs, while meeting the outcomes of the activity.
- Give positive reinforcement and suggestions for improvement from the scriptures, *Preach My Gospel*, and other approved resources.

### LEARNER-FOCUSED DEVELOPMENT

Demonstrate high love and high expectations with missionaries, enabling them to be active learners. Be a powerful influence in their lives as you minister as the Savior does ([3 Nephi 17:25](#)).

- **Establish a relationship of trust and respect for missionaries and their sacred calling.**
- **Maintain an appropriate relationship with missionaries (see Missionary Standards, 3.5.1).**
- Set clear expectations early. Clarify your role and the missionaries’ role.
- Help missionaries identify ways they can improve. Guide missionaries in setting goals and making plans to accomplish them. Follow up and help make rendering an account a loving, positive experience.
- Plan and adjust your teaching to meet needs according to missionaries’ background, culture, experience and understanding.
- Build on what missionaries already know.
- Ask inspired questions to help missionaries come to their own learning and application.
- Encourage participation from all missionaries.