

Trainers Complete Guide

A comprehensive guide for trainers using the getJOBS Freelance App to teach courses and conduct live training sessions.

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Getting Started as a Trainer

Account Setup

Step 1: Create Account 1. Open getJOBS Freelance App 2. Tap **"Sign Up"** 3. Select **"Trainer"** as account type 4. Fill in: - Full Name - Email - Password - Phone Number - Bio (about your training experience)

Step 2: Complete Profile 1. Add professional photo 2. Write detailed bio highlighting your expertise 3. Add qualifications/certifications 4. Add social links (LinkedIn, portfolio, etc.) 5. Set your hourly rate for sessions

Step 3: Verify 1. Check email for verification link 2. Click link to verify 3. Return to app 4. Profile is now active

Profile Optimization

Your trainer profile is key to attracting students:

Essential Information: - Professional photo (headshot) - Detailed bio (150-300 words) - Areas of expertise - Years of experience - Qualifications/degrees - Languages spoken - Teaching style

Recommended Additions: - Portfolio of past work/courses - Student testimonials - YouTube channel or teaching videos - GitHub profile (for technical trainers) - Personal website - Certification details

Example Bio: "Senior Flutter trainer with 8+ years in mobile app development. Specializing in Dart, Firebase, and UI/UX. I've trained 1000+ students with 95% satisfaction rate. Certified Google Flutter Developer. Available for live sessions and course creation."

Dashboard & Overview

Trainer Home Screen

The trainer dashboard shows key metrics:

Statistics Section: - **Total Courses:** Number of courses you've created - **Total Students:** Cumulative enrolled students - **Average Rating:** Your average rating from students - **Upcoming Sessions:** Count of scheduled live sessions

Recent Courses: - Shows 3-5 most recent courses - Displays enrollment count for each - Shows course status

Upcoming Live Sessions: - Next scheduled sessions - Date, time, and student count - Quick action buttons

Dashboard Code Reference

File: [lib/screens/trainers/trainers_home.dart](#)

```
// Key metrics loaded from Firestore
Future<void> _loadDashboard() async {
  // Get all courses for this trainer
  final coursesSnap = await _firestore
    .collection('courses')
    .where('trainerId', isEqualTo: uid)
```

```
        .orderBy('createdAt', descending: true)
        .get();

// Calculate total students and average rating
int studentsTotal = 0;
double ratingSum = 0;
int ratingCount = 0;

final courses = coursesSnap.docs.map((d) {
    final data = d.data();

    // Add to student count
    final enrolled = data['enrolledCount'];
    if (enrolled is int) studentsTotal += enrolled;

    // Add to rating calculation
    final rating = data['ratingAvg'];
    if (rating is num) {
        ratingSum += rating.toDouble();
        ratingCount += 1;
    }

    return {
        'id': d.id,
        'title': data['title'],
        'students': data['enrolledCount'] ?? 0,
        'createdAt': data['createdAt'],
        'status': data['status'],
    };
}).toList();

// Get upcoming live sessions
final sessionsSnap = await _firestore
    .collection('live_sessions')
    .where('trainerId', isEqualTo: uid)
```

```

        .where('scheduledAt', isGreaterThan: now)
        .orderBy('scheduledAt')
        .limit(5)
        .get();
    }
}

```

Creating & Managing Courses

Course Structure

Course Components: 1. **Basic Info:** Title, description, category 2. **Content:** Lessons, modules, assignments 3. **Requirements:** Prerequisites, skills needed 4. **Pricing:** Course fee (if applicable) 5. **Media:** Course thumbnail, promotional images 6. **Status:** Draft → Pending → Approved → Published

Creating a Course

Step 1: Start New Course 1. Go to **Courses** screen 2. Tap "+" icon (top right) 3. Or click "Create New Course" button

Step 2: Fill Basic Information

```

// Course creation dialog
showDialog(
  context: context,
  builder: (context) {
    return AlertDialog(
      title: const Text('Create New Course'),
      content: SingleChildScrollView(
        child: Column(
          children: [
            StandardInput(
              controller: titleController,
              label: 'Title',
              hint: 'e.g. Flutter Fundamentals',
              prefixIcon: Icons.video_library,
            ),

```

```

        StandardInput(
            controller: descriptionController,
            label: 'Description',
            hint: 'What will students learn?',
            prefixIcon: Icons.description,
            maxLines: 3,
        ),
    ],
),
),
);
},
);

```

Enter: - **Title:** Clear, specific course title - Good: "Flutter App Development for Beginners" - Bad: "Mobile Development" - **Description:** What students will learn (100-500 words) - Learning outcomes - Topics covered - Who should enroll

Step 3: Add Course Details 1. **Category:** Select from list 2. **Level:** Beginner, Intermediate, Advanced 3. **Duration:** Estimated completion time 4. **Price:** Course fee (₹0 for free courses) 5. **Thumbnail:** Upload course image (500x300 recommended)

Step 4: Add Course Content 1. Create modules/sections 2. Add lessons to each section 3. Add resources (PDFs, links, files) 4. Add assignments or quizzes

Step 5: Submit for Approval 1. Review all information 2. Click "**Submit Course**" 3. Status changes to "Pending" 4. Admin will review within 24-48 hours 5. You'll get approval/rejection email

Course Status Flow



Managing Your Courses

Courses Screen Layout:

Tab 1: Published Courses - Courses approved and live - Students can enroll - Show enrollment count - Show ratings - Tap to view details

Tab 2: Drafts - Courses pending approval - Still being edited - Can be modified - Can be deleted before submission

Actions on Course Card: - **Tap Card:** View course details - **Swipe Left:** Delete (draft only) or Archive - **Edit Button:** Modify course content - **View Analytics:** See enrollment, reviews, etc.

Editing a Published Course

Can Edit: - ☒ Description - ☒ Content (add/remove lessons) - ☒ Pricing - ☒ Requirements - ☒ Title (requires reapproval) - ☒ Category (requires reapproval)

How to Edit: 1. Open published course 2. Tap **"Edit"** button 3. Modify content 4. Tap **"Save"** 5. Changes take effect immediately

Deleting a Course

For Drafts (Pending Approval): 1. Swipe left on course 2. Tap **"Delete"** 3. Confirm deletion

For Published Courses: 1. Tap **"More Options"** (...) 2. Select **"Archive Course"** 3. Course no longer visible to students 4. Can be restored later

Live Sessions

Scheduling Live Sessions

Live sessions let you teach directly to students.

Step 1: Create Session 1. Go to **Live Sessions** screen 2. Tap **"Schedule New Session"** 3. Fill in details: - **Title:** Session topic - **Description:** What you'll cover - **Date & Time:** When session occurs - **Duration:** How long (e.g., 1 hour) - **Max Capacity:** How many students - **Associated Course** (optional)

Step 2: Set Session Details

```
// Live session creation
_showCreateSessionDialog() {
  final titleController = TextEditingController();
  final descriptionController = TextEditingController();
  DateTime selectedDateTime = DateTime.now();

  showDialog(
    context: context,
    builder: (context) {
      return AlertDialog(
        title: const Text('Schedule Live Session'),
        content: SingleChildScrollView(
          child: Column(
            children: [
              // Session title
              StandardInput(
                controller: titleController,
                label: 'Session Title',
                hint: 'e.g., Building Your First Flutter App',
              ),
              // Session description
              StandardInput(
                controller: descriptionController,
                label: 'What will you cover?',
                hint: 'Brief overview of session content',
                maxLines: 3,
              ),
              // Date and time picker
              Row(
                children: [
                  Expanded(
                    child: Column(
                      crossAxisAlignment: CrossAxisAlignment.start,
                      children: [
                        Text('Date & Time'),
```

```

        ElevatedButton(
          onPressed: () => _selectDateTime(),
          child: Text(
            DateFormat('MMM dd, yyyy HH:mm')
              .format(selectedDateTime)
          ),
        ),
      ],
    ),
  ],
),
// Duration
StandardInput(
  controller: durationController,
  label: 'Duration (minutes)',
  hint: 'e.g., 60',
  keyboardType: TextInputType.number,
),
// Max students
StandardInput(
  controller: capacityController,
  label: 'Max Students',
  hint: 'e.g., 30',
  keyboardType: TextInputType.number,
),
],
),
actions: [
  StandardButton(
    label: 'Cancel',
    onPressed: () => Navigator.pop(context),
  ),
  StandardButton(

```



```

        label: 'Schedule Session',
        onPressed: _createSession,
      ),
    ],
  );
},
);
}

```

Step 3: Confirm and Publish 1. Review all details 2. Click "**Schedule Session**" 3. Session is now scheduled 4. Students can enroll 5. Notification sent to interested students

Running a Live Session

Before Session (30 minutes before): 1. Open scheduled session 2. Tap "**Join Session**" 3. Allow camera/microphone access 4. Test your audio and video 5. Check screen sharing (if needed)

During Session: - All enrolled students will see you - Can see student list - Can mute/unmute students - Can end session anytime - Session is recorded (optional)

After Session: - Recording is available for students - Session rating opened for feedback - Students can ask questions in chat - Can download attendance report

Session Types

Live Q&A: - Answer student questions - Quick technical guidance - Short format (15-30 min) - Usually free

Tutorial Session: - Teach specific topic - Step-by-step instruction - Medium format (45-90 min) - May be free or paid

Workshop: - Hands-on project work - Full course structure - Long format (2-4 hours) - Usually paid

Office Hours: - One-on-one or small groups - Student-directed - Flexible duration - May be free or paid

Student Management

Viewing Your Students

Access Student List: 1. Go to any course 2. Tap "**Students**" tab 3. See all enrolled students

Student List Shows: - Student name and photo - Enrollment date - Completion percentage - Last active date - Rating given (if any) - Assignment scores

Student Engagement

Track Progress: 1. Tap on student name 2. View: - Lessons completed - Assignments submitted - Videos watched - Time spent - Quiz scores

Send Messages: 1. From student profile 2. Tap "**Message**" button 3. Send personalized message 4. Student receives notification

Provide Feedback: 1. View student's assignments 2. Add comments/grades 3. Provide constructive feedback 4. Student notified of update

Handling Issues

Student Not Engaging: 1. Send personalized message 2. Offer help/support 3. Share resources 4. Ask about blockers

Cheating/Integrity: 1. Document evidence 2. Contact student first 3. If serious, report to admin 4. Admin handles investigation

Student Disputes/Complaints: 1. Try to resolve directly 2. Offer refund if reasonable 3. If unresolved, escalate to admin 4. Admin mediates

Earnings & Payments

How You Earn

Revenue Sources: 1. **Course Enrollment:** Students pay to enroll 2. **Live Session Fees:** If you charge for sessions 3. **Assignments/Certifications:** Issuing certificates

Commission Structure: - Platform takes commission (typically 20-30%) - You receive balance in wallet - Minimum withdrawal: ₱500

Earnings Dashboard

View Earnings: 1. Go to **Profile** → **Wallet/Payments** 2. See: - Total earned (all time) - Current balance - Pending amount - Transactions history

Earnings Breakdown: - By course - By time period - By student - By activity type

Withdrawing Money

Process: 1. Go to **Wallet** 2. Tap "**Withdraw**" 3. Enter amount (minimum ₱500) 4. Select bank account 5. Review details 6. Tap "**Confirm Withdrawal**"

Processing: - Usually 1-3 business days - Bank dependent - May have small fee - Check status in history

Payment Records

Invoice Generation: - Can download invoices - Needed for taxes - Shows all earnings - Monthly or custom period

Tax Documentation: - Keep records for tax purposes - Report income to BIR - Get necessary documentation from app - Consult accountant for guidance

Ratings & Reviews

Student Ratings

How Ratings Work: - Students can rate course 1-5 stars - Can also leave written review - Ratings visible on your profile - Average rating calculated automatically

Rating Scale: - ★ 5 stars: Excellent instructor - ★★ 4 stars: Very good - ★★★ 3 stars: Good - ★★★★ 2 stars: Needs improvement - ★★★★★ 1 star: Poor quality

Managing Reviews

View Reviews: 1. Go to course details 2. Scroll to reviews section 3. See all student feedback 4. Filter by rating 5. Sort by date/rating

Respond to Reviews: 1. Find the review 2. Tap "**Reply**" 3. Write professional response 4. Address concerns 5. Thank for feedback

Example Response: "Thank you for the feedback! I'm sorry the course didn't fully meet your expectations. I'd be happy to help clarify any topics. Please feel free to message me. 🙌 "

Improving Your Rating

Tips: - ✅ Clear explanations - ✅ Responsive to questions - ✅ Regular course updates - ✅ Engaging content - ✅ Provide excellent support - ✅ Update based on feedback - ✅ Be professional always - ✅ Address negative feedback constructively

Best Practices

Course Design

Structure Effectively: 1. Divide into logical modules 2. Start with basics 3. Progress to advanced 4. Include real-world examples 5. Have clear learning objectives 6. Break content into digestible lessons 7. Include exercises/practice 8. End with capstone project

Quality Content: - ✅ Clear audio (use good microphone) - ✅ Good video quality - ✅ Professional presentation - ✅ Consistent branding - ✅ Regular updates - ✅ Current material - ✅ Engaging style - ✅ Interactive components

Lesson Format: 1. Introduction (2-3 minutes) 2. Learning objectives 3. Main content (10-20 minutes) 4. Demonstrations (live coding, walkthroughs) 5. Exercises (hands-on practice) 6. Summary (recap key points) 7. Resources (additional materials)

Student Engagement

Keep Students Engaged: - ✅ Respond to messages within 24 hours - ✅ Grade assignments promptly (within 3-5 days) - ✅ Provide constructive feedback - ✅ Use discussion forums - ✅ Host Q&A sessions regularly - ✅ Create community among students - ✅ Recognize achievements - ✅ Share additional resources

Communication Tips: - Be professional but friendly - Be responsive and helpful - Celebrate student successes - Encourage questions - Admit when you don't know - Provide specific feedback - Be patient with beginners - Follow up on concerns

Pricing Strategy

Free vs Paid: - **Free:** Build audience, get reviews, establish authority - **Paid:** Generate income, attract serious students

Pricing Guidelines: - Research competitor pricing - Consider course depth and length - Factor in your expertise level - Start lower, increase with ratings - Offer discounts for bundles - Have occasional promotions

Example Pricing: - Beginner course: ₱500-₱1,500 - Intermediate: ₱1,500-₱3,500 - Advanced: ₱3,500-₱8,000 - Bundle (3+ courses): 20-30% discount

Marketing Your Courses

Promotion Strategies: 1. **Profile Optimization:** Complete, professional profile 2. **Social Media:** Share course updates and tips 3. **Testimonials:** Showcase student success 4. **Free Content:** Share sample lessons 5. **Discounts:** Limited-time promotions 6. **Referrals:** Reward student referrals 7. **Collaborations:** Partner with other trainers 8. **Content Marketing:** Blog posts, YouTube

Technical Requirements

Your Setup: - Good internet connection (5+ Mbps) - Quality microphone (USB or headset) - Quality camera/webcam - Good lighting - Quiet room - Updated software/OS - Backup internet option - Recording capability

Student Requirements: - Internet connection - Browser (Chrome, Firefox, Safari) - Speakers or headphones - (Camera optional for most sessions)

Troubleshooting

Course Not Getting Approved

Problem: Stuck in "Pending" status

Possible Causes: - Incomplete information - Inappropriate content - Poor quality description - Missing required fields - Similar course already exists

Solutions: 1. Wait 24-48 hours (normal review time) 2. Check email for rejection reason 3. Update course based on feedback 4. Resubmit 5. Contact admin if no response

Live Session Issues

Problem: Can't connect to session

Solutions: 1. Check internet connection 2. Allow camera/microphone permissions 3. Refresh browser 4. Try different browser 5. Restart app 6. Update app to latest version

Problem: Audio/Video problems

Solutions: 1. Check microphone works 2. Check camera works 3. Test in Settings first 4. Reduce video quality 5. Close other apps 6. Check lighting 7. Move closer to router

Students Not Enrolling

Problem: Course has zero/few enrollments

Possible Reasons: - Poor course description - Low or new trainer rating - High price - Course not discoverable - Wrong category

Solutions: 1. Improve course description 2. Add course thumbnail 3. Get initial reviews (offer discount) 4. Optimize course title (keywords) 5. Ask enrolled students to rate 6. Promote on social media 7. Reduce price temporarily

Support & Resources

Help & Support

In-App Help: 1. Settings → Help & Support 2. Browse FAQ 3. Watch tutorial videos

Contact Support: - Email: support@getjobs.com - Include course/session ID - Describe issue clearly - Attach screenshots

Community Forum: - Connect with other trainers - Share tips and experiences - Get peer support - Access shared resources

Trainer Resources

Available Resources: - Course template examples - Video editing guides - Live streaming tips - Student engagement ideas - Pricing guides - Marketing templates - Technical setup guides

Conclusion

The getJOBS Trainer platform empowers you to reach and educate students worldwide. Focus on quality content, excellent student service, and continuous improvement. Good luck with your teaching journey! 🎓

Last Updated: 2024 Platform: getJOBS Freelance App