

	Activity	What to Do	Time	Links to course
	<b>T3 Field Trainer</b>			
	Introductions	Welcome students, brief overview of T3 course. Discuss emergency exit plans, restroom locations, break and lunch schedules.	15	
	Safety topic	Choose appropriate safety topic for the day	15	
1	Getting to Certification Through T3	Go over the expectation of what a trainee is expected to be able to do after certification	15	<a href="https://tinyurl.com/kzerwh64">https://tinyurl.com/kzerwh64</a>
2	Why Recognition Works	Recognition. Sid video recap PP. - why recognition works	30	<a href="https://tinyurl.com/283vnkj9">https://tinyurl.com/283vnkj9</a>
3	What makes a good trainer	Review what trainers need to know- pre to ---how adults learn.	30	<a href="https://tinyurl.com/2vzy3kzz">https://tinyurl.com/2vzy3kzz</a>
4	T3 From HR Perspective	Show Presentation discuss learning principals and scenarios of challenges a Field Trainer may face	30	<a href="https://tinyurl.com/48wjw445">https://tinyurl.com/48wjw445</a>
	Break		10	
5	Field trainer goals for OJT	Show presentations and discuss training goals for OJT	15	<a href="https://tinyurl.com/3z7shp48">https://tinyurl.com/3z7shp48</a>
6	Review of test	Review baseline test questions	15	<a href="https://tinyurl.com/2zyi62zy">https://tinyurl.com/2zyi62zy</a>
7	Locate theory	Show presentation and answer any questions from Baseline test/ presentation	15	<a href="https://tinyurl.com/2f8be2ru">https://tinyurl.com/2f8be2ru</a>
8	Locator Job Cycle	Present copy of the job cycle, and discuss the importance of it	30	<a href="https://tinyurl.com/3kabm8u9">https://tinyurl.com/3kabm8u9</a>
9	Proper ticket selection	Discuss selection of proper tickets for OJT	30	<a href="https://tinyurl.com/ad536w8y">https://tinyurl.com/ad536w8y</a>
10	Ticket Pro	Discuss how to use management rights if needed, discuss how to use ticket Pro from management screen to move tickets for OJT	15	<a href="https://tinyurl.com/3tzjww2j">https://tinyurl.com/3tzjww2j</a>
11	Customer Prints	Go over and demonstrate customer prints. Answer any questions field trainers have. Print presentation to explain level of knowledge of trainee coming out of class. ( Field Trainers should be teaching trainee(s) about prints in OJT	30	<a href="https://tinyurl.com/fmpij7zs">https://tinyurl.com/fmpij7zs</a>
12	Completing OJTs	Show presentations and discuss importance of completing OJTs and the end of day feedback	30	<a href="https://tinyurl.com/4kdh6js9">https://tinyurl.com/4kdh6js9</a>
13	Field Certification	Discuss the importance of OJT leading to field certification. What to expect	15	<a href="https://tinyurl.com/2jhuzxkw">https://tinyurl.com/2jhuzxkw</a>
14	Microsoft Teams		15	<a href="https://tinyurl.com/8t2k6vbp">https://tinyurl.com/8t2k6vbp</a>
15	Conflict and Violence avoidance techniques	Brief refresher on the Do's and Don'ts of conflict	15	<a href="https://tinyurl.com/yeta3y9t">https://tinyurl.com/yeta3y9t</a>
	Lunch		30	
	Field Activities	Hands on activities of the 'What if scenarios' that may arise during OJT	30	<a href="https://tinyurl.com/tum76pv7">https://tinyurl.com/tum76pv7</a>
	Field Demonstrations	Discuss/ demo field activities. Trainers need to know the level of trainee knowledge and skill before day one OJT.	30	
	Field Observation	Facilitator observe trainer doing a locate- make corrections as necessary	60	
	Field Role-Playing	Facilitator to observe trainer as if they were teaching a trainee basic locate skills and describe each step of the process.	120	