

Ready! Facilitator Checklist

DO IT THE RIGHT WAY!

PURPOSE

This checklist guides **Facilitators** on their role in the 3-week Ready! program.

Review the checklists to learn how the **Facilitator, Retail Training Store Manager (RTSM)** and **Hiring Manager** work together to support Ready!

- Hiring Manager & RTSM Checklist - [C2 Doc# 423155](#)

PREPARING FOR DAY 1

- ☐ **Communication** - Work with the Hiring Manager to ensure new hire availability and receipt of all necessary communication, prior to **Day 1**.
- ☐ **Provisioning** - Work with Hiring Manager and RTSM to ensure new hires receive their NT login, password, and P#.
- ☐ **Cornerstone** - Create sessions ([C2 Doc# 436874](#)).
- ☐ **Training Room** - Ensure it is set up and all materials are ready for **Day 1**.

DURING TRAINING

- ☐ **Attendance** - Work with the RTSM to mark attendance in Cornerstone (this includes the Home Store Visit on **Day 11**).
 - Ensure roster is submitted on **Day 14**.
- ☐ **Participation** - Track new hire engagement.
- ☐ **Home Store Visit Logistics** - Ensure that all Hiring Managers and new hires have the details ([C2 Doc# 437681](#)).
- ☐ **Opportunities** - When a new hire is not performing (e.g. – tardiness, absences, disruptive behavior, and not passing multiple Knowledge Checks), track clear examples and communicate to the Hiring Manager.
 - Work with the Hiring Manager & Employee Success Partner (ESP) on the [Performance Improvement Process \(PIP\)](#) in T-Nation.

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DURING TRAINING, CONTINUED

- ☐ **Certification** - Provide feedback to new hires and Hiring Manager on certification results.
 - ☐ **Failed Certification Elements** - If any part is failed, work with the Hiring Manager to begin the PIP.
 - Knowledge Checks can be re-taken in the home store.
 - Final Skills Practice Observations must be re-taken at the training location.
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POST TRAINING

- ☐ **Completion** - Confirm Cornerstone content is marked complete.