

Educator-in-the-Workplace Training Checklist

Educator Name:	
Business Training Manager:	

SUGGESTED TRAINING COMPONENTS	COMMENTS
Orientation	
General Orientation <ul style="list-style-type: none"> • Meet supervisors and co-workers • Review training materials and procedures • Understand expectations of experience 	
Train in basic business procedures for experience	
Safety	
Review equipment the educator will be trained on and any equipment educator is restricted from using.	
Train to identify potential safety hazards and how to handle safety issues.	
General Workplace Skills & Competencies Demonstrate and review how the below workplace skills are used on the job, and the complexity of tasks that are performed.	
Math Perform simple math / Perform complex computations (eg. calculate interest rates)	
Writing Write simple messages / Perform more complex writing tasks (eg. letters or written directions)	
Reading Read simple directions / Read more complex materials (eg. instructional manuals, reports)	
Computer Technology Use computer for simple word processing or data entry / Use computer for more complex tasks	
Other Technology Perform basic technical tasks / Perform advanced technical tasks	
Task Complexity Perform simple tasks / Perform multi-step tasks / Perform more than one step task simultaneously	
Problem Solving and Troubleshooting Identify Problems and possible solutions to routine assignments / Perform more complex non-routine assignments that require problem solving	
Customer Service Convey simple messages to clients / Prepare and convey messages to clients, customers and/or co-workers.	

Universal Constructs: Essential for 21st Century Success

Demonstrate how the below competencies are applicable at the worksite.

Critical Thinking

Ability to access and analyze key information to develop solutions to complex problems that may have no clear answer. It incorporates reflective and visionary processes. Critical thinking utilizes abstractions and non-rules based strategies to guide decisions, behaviors and actions.

Complex Communication

Successful sharing of information through multiple means that include visual, digital, verbal and nonverbal interactions. The message is purposeful, clear and concise and leads to an accurate exchange of information and ideas.

Creativity

Incorporates curiosity and innovation to generate new or original thoughts, interpretations, products, works or techniques. Creativity is nurtured, advanced and modeled through numerous approaches that include inquiry-based learning, abstract thinking and student-focused learning.

Collaboration

Working among and across personal and global networks to achieve common goals. It requires cultural competence and personal and civic responsibility in all environments. Collaboration also requires open and flexible approaches to leadership.

Flexibility & Adaptability

Responding and adjusting to situational needs, and changing to meet the challenges of new roles, paradigms and environments. Flexibility and adaptability include the thoughtful balance between an individual's core beliefs and appropriate reaction to change.

Productivity & Accountability

Prioritizing, planning and applying knowledge and skills to make decisions that create quality results in an ever-changing environment. Individuals and teams demonstrate initiative, self-direction and personal responsibility to add value to the world around them.

Skills Specific to Position

