

# **TRAIN THE TRAINER TRACKING COURSE OUTLINE FOR IN-HOUSE CLASSES IN US**

## **TRAIN THE TRAINER CLASS OBJECTIVES**

**The objectives of the Train the Trainer classes is to formally prepare TKI & TKII students to present the basic UTS track aware program in a prescribed manner. Formal training presentation is necessary to properly equip these students to produce novice students prepared to attend a UTS course and achieve track aware certification.**

## **UTS POLICY REGARDING IN HOUSE AND TRAIN THE TRAINER PROVISIONS**

### **“IN HOUSE” TRAINING CLASSES**

UTS learned many years ago that one of the best tracking training methods was to have experienced students help teach those less experienced. This method helps the experienced student to understand what they know, and to enable them to develop a personal method and comfort of explaining (using program terms and definitions) to others what they see, why, when, where, and by whom. Simply said a “train the trainer” practice.

We have now developed a formal “Train the Trainer” presentation. This presentation is designed to be a regular part and portion of the Tracker I and Tracker II training to ensure that students at this training level all have the same information and explanation of the pertinent program elements. The “Train the Trainer” portion of the UTS program is designed to enhance the universal ability of “trainers” to produce “new” students equipped with the program fundamentals to meet the Track Aware certification criteria.

“In House” tracking classes must be conducted by UTS program approved trainers. There is a reasonable procedure to be followed to ensure the integrity of the program and includes the universal presentation of program fundamentals and recording of the training hours. The paperwork procedure ensures that the trainer is credited appropriately as required by certification criteria with organizing and presenting or assisting with the In House class and the attending student for the training hours. New students that amass sixty (60) hours of In House training and with the recommendation of a qualified trainer may attend their first UTS Track Aware course (24 hours) and request evaluation for certification. The requisite sixty (60) hours of In House training must consist of at least one (1) 20 hour course, including night tracking and (1) 16 hour course including night training the remaining 24 hr’s may be a combination of class room, evening, day or weekend tracking practices or actual missions with tracking involved. .

## **QUALIFIED TRAINERS**

UTS policy states that Tracker II students who fully comply with all training level criterion are qualified as UTS Trainers. These Trainers are approved to make formal recommendations for Track Aware certification of Novice students to UTS Instructor Staff. Active Tracker I students that are fully compliant with all certification criteria will be considered as Assistant Trainers, but not approved to make formal recommendations. An exception to this policy occurs when no Tracker II student or other formally prepared person is available in the area to deliver the UTS "In House Program." In these instances active and "in-status" Track Aware or Tracker I students may be recognized on a case by case basis as "trainers" but without approval to make formal recommendations.

Certification criterion requires that Tracker II students "in status" participate in "In House" training. Tracker I certification criterion requires that Tracker I students be prepared and assist Tracker II students to present and conduct "In House" training.

There are provisions built into the program that permit UTS Instructor Staff to monitor "Trainer" participation and competence.

## **UTS POLICY ON TRAINERS CHARGING FOR IN-HOUSE CLASSES**

The trainer may charge the cost for mileage, meals and lodging if they have to travel to do a class that is too far to commute back and forth to their residents.

If any UTS certified TKI or TKII charges a fee other than out of pocket cost for doing in-house classes, UTS will not recognize any of the hours from students that attend the class, and will demand that the trainer stop using any and all UTS materials in doing the classes.

## **CLASS PRESENTATION OUTLINE**

### **Class Room Procedure**

- Stress the importance of registering all students and reporting all in-house classes properly.
- Stress the importance of keeping novice student hours on a log sheet. (Show Log Sheet in section #5)
- Explain the In-House database and how it works for UTS.
  - 1) Enters the student's name into the database and records the number of hours for UTS records.
  - 2) If any Trainer or student wants to know the hours, they can call Carole or Diane for information.
  - 3) Send only the Registration Sheet so the students can be input into the database. The Trainer's hours will also be recorded on their own record.

### **Reviewing the Track Aware Manual**

- The Trainer should introduce students to the Track Aware manual, stressing the criteria and glossary of terms, setting the stick up, team formation and all of the other fundamentals of tracking. This information should be reviewed with students participating in the in-house classes preparing them for a UTS Track Aware class.

### **Laying the Sign**

- Describe how to lay sign for Novice students.
- Indicate the length lines of sign should be varied levels of difficulty, “gimmies”, etc.
- Start with the TKI & TKII students laying their own sign and critiquing it first.
- These students should then lay sign and critique each others
- Teach the importance of using the foot print card, having each one draw & measure his or her own print.
- Emphasize “It is easy to make the sign harder but hard to make the sign easier”.(Then explain)
- Teach laying the sign for light advantage if possible.
- Lay sign on Friday afternoon so students can look at it on Saturday Morning for aging.

## **Break and go lay sign**

### **Slide Presentation (Do on Friday night)**

- Trainers are to go through the slide presentation and read from the slide presentation manual, pointing out the teaching points and where the footprints are on the slides. (Let each person in the class do 2 or 3 slides each)
- Critique the slides to see where the students have difficulty seeing or understanding the slides and presentation. Trainer should make notes.

### **Forming the Teams**

- Give insight on how to form novice teams to work in the field, why we separate friends, husband & wives and team mates, how often to rotate point person, etc.

### **Team Leaders**

- Instruct on how to use students as team leaders, what they are expected to do, responsibilities, etc.
- Refer to the TEAM LEADER NOTES IN THE TKI & TKII BOOK.
- Do not show them each and every step until they have had time to look for it. If you do they will rely on you to show them before they even look.

### **Evaluations**

- Explain the evaluation strategy.
- This allows the trainer to follow the progress of the student as they advance in there training so they can move to the next level of training they are working towards.
- The Field Tracking Evaluation cards.
- Also when to do the evaluations, who does them and what to write on them. Generally explain the system that UTS is now using.

### **Critiques**


- Why are they so important?
- What does UTS do with them?

**The Importance Of Not Taking Away From The In-House Class**

- When TKA & TKI certified students attend a class, use them as team leaders if they are agreeable.
- If they want to learn to cut for sign, they must work in a different area from the novice students.
- Involve them in the evaluation process to teach them how it works.
- Certified Tracker II’s will do the actual evaluations.
- Do not distract from or short cut the in-house program.

**Student Hours**

- Send all student hours and appropriate paper work to [Linda Balzer](#) for input it into the UTS database. This is very important that each instructor does this in a timely matter so that all data can be input other wise you will loose the paper work or just forget it.

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If a Track Aware student does not meet the UTS training standards at a UTS Track Aware course, the student will be encouraged to attend another Track Aware course (**tuition waived**) for further training in order to meet the specific criteria elements. UTS will arrange to discuss with the Trainers the reasoning, which supported not advancing the student. When necessary, further training may be recommended for the UTS certified Trainers.

## **The “Do’s and Don’ts”**

### **“Do’s” of working with students.**

- Make sure they flag sign and explain why, (aging, following sign in and out).
- Make sure they take breaks.
- Stress tracking team formation in order to preserve the sign.
- Rotate point person (how often, why) “Rotate ever 20 min to relief eye strain “
- Make sure you explain the value of seeing all of the sign.
- The importance of working as a team and how it helps in looking for and following the sign.
- Talk about setting the stick up in the field even after talking about it in the classroom and slides.
- Make sure they do their own drawing and measurements.
- Encourage them.
- Make sure you observe the teams and make any team member changes needed for the betterment of the team. This might include personalities, skill level, or a need to assist persons who are unsure of themselves.
- Be prepared to explain why a team member cannot cut ahead when they are unable to see or find the sign at the end of the stick.

### **“Don’ts” when working with teams**

- Do not show them the sign until they have looked at it and cannot find it.
- Do not cut ahead, but help the team find the sign in the prime sign area. (If the students see you doing this they will think that it is OK for them to do the same.)
- Do not stand behind the team and talk in a group, this will distract them from there objective (looking for the sign)