|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Item/Task** | **Trainer** | **Trainee** | **Date** |
| o | Shadow FD Opening Tasks |  |  |  |
| o | Sign Off on FD Opening |  |  |  |
| o | Shadow FD  |  |  |  |
| o | Review Forbes Binder |  |  |  |
| o | Review Check-In Standard Operating Procedures |  |  |  |
| o | Review Welcoming Scripts |  |  |  |
| o | Tour of FD |  |  |  |
| o | Tour of Back Room |  |  |  |
| o | Tour of Reception and Retail spaces including storage |  |  |  |
| o | Review Communications Binder |  |  |  |
| o | PCG review  |  |  |  |
| o | File Personal Care Guides |  |  |  |
| o | Create therapist notes on Personal Care Guides |  |  |  |
| o | Take Personal Care Guides to Break Room |  |  |  |
| o | Review Tour Script |  |  |  |
| o | Practice Tour Script |  |  |  |
| o | Shadow Tours |  |  |  |
| o | Practice Tours |  |  |  |
| o | Sign Off on Tours |  |  |  |
| o | Review Check-Ins |  |  |  |
| o | Practice Check-Ins |  |  |  |
| o | Sign Off Check-Ins |  |  |  |
| o | Shadow/Train Host Duties |  |  |  |
| o | Sign Off Host Opening |  |  |  |
| o | Sign Off Host Mid |  |  |  |
| o | Sign Off Host Closing |  |  |  |