

Before The Training Session

1. Only knowledgeable people that are not camera shy should be provided for the training.
2. Training representatives must arrive at the job site prior to the training time as necessary and prepare any materials or equipment needed for the training.
3. FILL OUT THE TRAINING AGENDA FORM **AT LEAST ONE WEEK PRIOR** TO YOUR SCHEDULED TRAINING SESSION. THEN EMAIL THE COMPLETED FORM TO "stevej@relia.net" IN ADOBE PDF FORMAT.
4. The training agenda form must be faxed or emailed before your scheduled training session or training will not proceed on your scheduled date.
5. Training should only be conducted on fully functional equipment.
6. There should be no pretest or commissioning conducted just before or during training.

During The Training Session

1. FOLLOW THE TRAINING AGENDA FORMAT.
2. Bring the Owner's Manual and refer to the sections that pertain to the Agenda.
3. Don't assume that the people you are training already know everything about the equipment.
4. Since we are on a construction site there is usually a lot of background noise. Please talk as **LOUD** as possible when background noise is present.
5. Make sure the videographer is ready to record before you start to speak.
6. Make sure all owner trainees are in the room before you proceed with your training. Especially when on a walk thru the jobsite.
7. Make sure you point to the equipment that you are talking about. (Laser pointers are handy for hard to reach places.)
8. Refer to the room that you are currently in so the owner can orient themselves to where you are when they are watching the training video at a later time. Examples: "We are now on the second floor in room 247" or "We are now in the electrical closet on the fourth floor on the southwest side of the building". This is very important when you are moving from room to room.
9. Face the camera as much as possible, so your voice can be better recorded.

Items To Bring To Training (as needed)

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| <input type="checkbox"/> Business Card for Wired Legacy and Trainees (Required) | <input type="checkbox"/> Light Source (For Rooms With No Lighting) |
| <input type="checkbox"/> Owners Manual for Equipment (Required) | <input type="checkbox"/> Ladder |
| <input type="checkbox"/> Wired Legacy Training Agenda Form (Required) | <input type="checkbox"/> Computer/Projector/Screen |
| <input type="checkbox"/> Hard Hat | <input type="checkbox"/> Demo Equipment For Hands on Instruction |
| <input type="checkbox"/> Orange Vest | <input type="checkbox"/> Tools to get into cabinets, etc. |
| <input type="checkbox"/> Training Handouts and Manuals | <input type="checkbox"/> Flashlight |
| <input type="checkbox"/> Laser Pointer | <input type="checkbox"/> Blue Prints |

You can download additional schedules, training, tips, agenda forms and also view the current training schedule dates that are already reserved at: www.wiredlegacy.com