



Flight Instructor Training Checklist

EMPLOYEE INFORMATION

Name: _____ Location: _____
Home Ph. _____ Cell Ph. _____
E-Mail : _____
Emergency Contact _____ Phone #: _____

GENERAL ITEMS Chief/Assistant Chief Flight Instructor

- | | | |
|--|---|--|
| <input type="checkbox"/> Company Insurance | <input type="checkbox"/> Employee Scheduler Account | <input type="checkbox"/> No Show Reports |
| <input type="checkbox"/> Safety Program | <input type="checkbox"/> Flight Scheduling | <input type="checkbox"/> Logbook Request Forms |
| <input type="checkbox"/> Employee Website | <input type="checkbox"/> Customer Website | <input type="checkbox"/> Standardization |

FLIGHT INSTRUCTOR DEVELOPMENT Sales/Marketing Rep.

- | | | |
|---|---|---|
| <input type="checkbox"/> Professional Development | <input type="checkbox"/> Instructor Bonus Program | <input type="checkbox"/> Monthly Dinners/Brunches |
| <input type="checkbox"/> Sales Training Development | <input type="checkbox"/> Lead Generation | <input type="checkbox"/> Marketing Meeting |
| <input type="checkbox"/> Discovery Flight Development | <input type="checkbox"/> Lead Tracking Program | <input type="checkbox"/> Customer Service Standards |
| <input type="checkbox"/> General Inquiry Procedures | <input type="checkbox"/> Foreign Student Procedures | <input type="checkbox"/> Goal Calendars |

Part 61 PROCEDURES AND DOCUMENTATION Chief/Assistant Chief Flight Instructor

- | | | |
|--|--|---|
| <input type="checkbox"/> Private Course Objectives | <input type="checkbox"/> Enrollment Requirements: Part 61 | <input type="checkbox"/> Training DVD's |
| <input type="checkbox"/> Instrument Course Objectives | <input type="checkbox"/> Graduation Requirements: Part 61 | <input type="checkbox"/> Student Progress Checks |
| <input type="checkbox"/> Commercial Course Objectives | <input type="checkbox"/> Enrollment Requirements: Part 141 | <input type="checkbox"/> Student Stage Exams |
| <input type="checkbox"/> Multi-Engine Course Objectives | <input type="checkbox"/> Graduation Requirements: Part 141 | <input type="checkbox"/> Student Folders & Checks |
| <input type="checkbox"/> Solo Requirements & Limitations | <input type="checkbox"/> LEA Safety & Ops Comp. Stickers | <input type="checkbox"/> Renter Folders |

I certify that I have been trained on and understand the checked items above.

Date: _____

Signature: _____