

Outline- Forklift Instructor Development Course

Section	Learning Points	Time (Approx.)
Pre-Work	<ul style="list-style-type: none"> • Instructor candidates will complete the online Forklift Safety Course in LMS prior to attending the class 	30 minutes
Introductions Program Wrap-up Q&A and Expectations	<ul style="list-style-type: none"> • Explain to instructor candidates the where, when, and why of the certification program. <ul style="list-style-type: none"> ○ Where: Managers will conduct certifications and re-certification at designated stores within their district. ○ When: Coordinating groups for efficiency and time management. (No more than ten students per class are permitted) ○ Why: Gives the manager the ability to streamline the certification process without having to schedule through the training center and arrange for extensive travel. • Explain consequences and repercussions • Review the importance of proper walkie stacker maintenance and Pre-shift / post-shift inspections 	30 minutes
Practical Performance Test	<ul style="list-style-type: none"> • Recap key points from LMS course and answer questions. • Complete Forklift Instructor written test. • Hands-on demonstration of walkie stacker obstacle course. • Instructor candidates will observe trainers performing the obstacle course and evaluate. 	40 minutes – 75 minutes
Facilitator Guidelines/ Roles and Responsibilities	<ul style="list-style-type: none"> • Stress importance of selecting the right candidates to become walkie stacker operator. • Explain importance of professional supervision of new walkie stacker operators. • Review appropriate PPE for walkie stacker operators. • Explain documentation process for operator course. All documentation and scores must be accurate and submitted via LMS in a timely matter. 	60 minutes
Presentation Prep	<ul style="list-style-type: none"> • Instructor candidates will facilitate a 10 minute teach-back on one of the key points in the training. 	15 minutes
Presentation Observation and Review	<ul style="list-style-type: none"> • Instructor candidates will facilitate a 10 minute teach-back. • Teach back will be recorded for review later, and instructors as well as other candidates will provide feedback. 	60 minutes
Program Wrap-up Q&A	<ul style="list-style-type: none"> • Recap of completed objectives. • Answer any remaining questions. 	20 minutes