

Outline- Forklift Operator Course

Section	Learning Points	Time
Pre-Work (Employees)	Forklift Operations-Walkie Stacker Learning Management System (LMS) course (Prior is required)	30 minutes
Pre-Work (Instructors)	<ul style="list-style-type: none"> • Create a class in Learning Management System (LMS) (week in advance) • Prep materials need: <ul style="list-style-type: none"> ○ Roster ○ Pre/Post-Shift Inspection Checklist ○ Operator Evaluation Form ○ Clipboards ○ Pens • Create Designated testing area “Obstacle Course” 	5-15 minutes
Introductions and Expectations	<ul style="list-style-type: none"> • Welcome / Sign in - Brief introductions Your experience • Course Overview - Why, What, When, Where • Set Expectations - Professional and Safe learning environment • Document review -Inspection, Evaluation • Q & A 	5-15 minutes
Practical Performance Test	<ul style="list-style-type: none"> • Pre/Post Inspection Checklist – Go over thoroughly ask for participation • Controls overview – Main controls • Demonstration of Obstacle course – Demonstrate safety, set foundation • Employee Evaluations – each team member • View and sign Evaluation form (Manager Collects) 	30-60 minutes (Depends on class size & DOE)
Program Wrap-up Q&A	<ul style="list-style-type: none"> • Share with users the most common problems and incidents operating a Walkie Stacker • Give tips and advice from your experience • Closing Q & A 	5-10 minutes