



Training Passport 2016-2017

Alpine Inexperienced New-Hire Training (Adults and 7-14)

Turn in this completed page to your training manager to receive completion credit. The worksheets are for you to keep!!

- ❖ Training is required and your job is contingent upon successful completion of all 8 days of this training, plus 3 audits. Please be on time and bring the necessary materials. Participation is required.
- ❖ This is paid training, so please sign the clinic attendance sheet each day and fill out a Time card, as this is how your pay is generated. Please be on time. Tardiness is not acceptable.
- ❖ Your training is meant to be Fun, informative, and educational.
- ❖ Ask any questions you might have. All questions are good questions. Training is the time to ask them.

New Hire Name: _____

Review of Ski & Snowboard School Policy and Procedures: _____

New Hire Signature: _____

Teaching Handbook received: Y/N

Trainer(s) Name: _____

Competed Online Safety Quiz: Y/N

Trainer(s) Signature: _____

Attended Lift Evacuation Training: Y/N

Training Attendance

Locker Assignment: _____

Date	(+ / -)	Worksheets	Trainer Initials	Audits
Day 1: _____ On Time Y/N		Complete / Incomplete	_____	Audit 1 - Level:____ Date:_____
Day 2: _____ Professionalism:____ Safety:____		Complete / Incomplete	_____	Audit 2 - Level:____ Date:_____
Day 3: _____ Professionalism:____ Safety:____		Complete / Incomplete	_____	Audit 3 - Level:____ Date:_____
Day 4: _____ Professionalism:____ Safety:____		Complete / Incomplete	_____	
Day 5: _____ Professionalism:____ Safety:____		Complete / Incomplete	_____	
Day 6: _____ Professionalism:____ Safety:____		Complete / Incomplete	_____	
Day 7: _____ Professionalism:____ Safety:____		Complete / Incomplete	_____	
Day 8: _____ Professionalism:____ Safety:____		Complete / Incomplete	_____	

*Professionalism: On time, Prepared, Engaged
 **Safety: Abides by Responsibility Code, 5T'S, Ski safely in a group
 *** (+) = Meets expectations (-) = Improvement required

TASKS:

- ❖ **Uniforms:**
 - Picked up Helmet
 - Received Uniform or submitted order form
 - Picked up Employee Pass
 - Placed name tag order

- ❖ **Teaching Content:**
 - Level 1 Primary Focus: _____
 - Level 2 Primary Focus: _____
 - Level 3 Primary Focus: _____
 - Level 4 Primary Focus: _____
 - Level 5 Primary Focus: _____

Completed tour of the schools and resort village	Yes/No
Viewed on-mountain BCSS facilities and kids attractions	Yes/No
Review of Ski & SB School Resource & Guideline Manual	Yes/No



2016-2017 Daily Overview

Inexperienced New-Hire Training

Day 1

"Welcome to the Team" Indoor with Stacey and Trainers
CAP Model
Uniforms/Lockers/Village Tour...
Wrap up and review (check for understanding)
Worksheet 1

Day 2

"The Beaver Creek Lesson Experience"
Worksheet #2

Day 3

"Welcome to Skiing/Building the Foundation"
L1 Progression developing mobility and skills
"Introduction to Turning"
Teaching aids
L2 Progression and Terrain "First turns"
Lift riding and Safety
Worksheet #3

Day 4

"Introduction to Turning"
L3 Progression, Terrain and the differences in Haymeadow and Upper Mountain
Lift Safety and Gondola rides/Down load
Worksheet #4

Day 5

"Mastering Green Terrain"
L4 Progression and Terrain
How to safely introduce Adventure Zones and natural features
First trip to the Base
Worksheet #5

Day 6

"Exploring Blue Terrain"
L5 Progression, Terrain and skiing down at end of day
The Funnel No Zone
Worksheet #6

Day 7

"Peer Teaching"
Assign each participant a piece of the lesson to watch
Worksheet #7

Day 8

"Expanding your Horizons"
Logistics of Adult/Children's/Private lessons/3-6 program
Develop tactics to work with small groups
Explore the mountain and base locations
Explore appropriate terrain for various Levels
Worksheet #8

New Hire Training Outcome:

- Every participant will come away with a Technical, Professional and Teaching focus for the first part of the season.
- Every participant will have the tools to lead a safe, fun, and effective lesson to guests Levels 1 to early Level 5
- Every participant will know how to teach and coach guests of varying ages to load, ride and unload lifts safely
- Every participant will receive coaching and feedback daily
- Every participant will receive multiple opportunities to move the group
- Every participant will have a working knowledge of daily operations

Participant Materials Checklist:

- Teaching Handbook
- Class list
- Terrain Cards
- Important #'s
- Trail map
- EMA Forms
- Worksheets
- New Instructor Evaluation form
- New Instructor Passport

New Hire Name: _____

Date: _____



**INEXPERIENCED NEW HIRE TRAINING
BEAVER CREEK 2016-2017**

- ❖ Training is required. Your job is contingent upon successful completion of all days of new hire training, plus 3 audits. Please be on time and bring your necessary materials.
- ❖ This is paid training, so please sign the clinic attendance sheet each day (with your trainer) and fill out a time card.
- ❖ Your training is meant to be informative, educational and FUN!
- ❖ Please ask any questions you might have. All questions are good questions.

New Hire Name: _____

Date: _____

WORKSHEET for DAY 2 “The Beaver Creek Lesson Experience”

Description: Your trainer will lead the training clinic like a full day lesson geared towards improving your skiing. You’ll observe how a lesson is organized and facilitated.

1. Our highest rates of injury are with 1st and 2nd year employees. Name at least two key elements that will help you to stay healthy and injury free this season.
2. What is an injury follow up form and where do you get one?
3. Do you know where the computers are located for you to check your schedule? There are 4 main things that you will use the computers for. What are they?
4. How do you sign up for staff training at Beaver Creek?
5. What is the teaching cycle? Name all the steps.
6. What are the teaching levels and zones (3 areas)?
7. What are the teaching styles? Which teaching style encourages the most growth?
8. What are the important elements of lift safety and lift loading?
9. **SB specific**- What are the reference alignments? Describe board performance.
10. What are the fundamental movement blends/skills?
11. What are the different phases of a turn?
12. What are the basic skills of skiing/riding?
13. What specific feedback did you receive today on your skiing/riding?

New Hire Name: _____

Date: _____

WORKSHEET for DAY 3 “Building the foundation of good skiing” L1 and L2

Description: Learn how to engage with guests, provide feedback, and introduce the day while exploring progressions for Level 1 and Level 2 skiers; get out and move the group.

1. Do you know where you can take class lessons for lunch?
2. What is a greeter?
3. What is a level leader?
4. What is Epic Mix? Explain Epic Photo, Epic Racing, Epic Guide and Epic Time?
5. What is Epic Mix Academy? How does the guest access Epic Mix Academy?
6. What is the instructor’s responsibility with Epic Mix Academy? How does Epic Mix Academy benefit the instructor?
7. How can we manage fears in students when introducing new tasks?
8. What is a 1083? What do I do if I have one? What do I do if I find one?
9. Describe lateral learning?
10. What is the difference between encouragement and feedback?
11. Do you know our skiing backwards policy? Where can you ski backwards?
12. What are the learning styles?
13. What is your take away from today’s training? Which teaching style did your trainer use most often today?

New Hire Name: _____

Date: _____

WORKSHEET DAY 4 "Introduction to Turning" level 3

Description: Continue to develop tactics for engaging with guests while putting the Teaching Cycle to use as you learn progressions for taking Level 3 skiers from the lower mountain to top; get out and move the group.

1. What is the acceptable way to alternate in the instructor lift line?

2. List all of the elements of the Responsibility Code.

3. Where is the "funnel" located on the mountain?

4. What is our tree skiing policy?

5. Where do private lessons meet? What route do you take to get to Bachelor Gulch to meet a private lesson?

6. Explain what new terrain/old skill and new skill/old terrain mean?

7. Describe praise versus reprimand.

8. What are the 5 T'S?

9. What are some signs of fatigue?

10. Describe a safe way to arrange your students on the snow.

11. What are the Key Elements of a lesson summary?

12. What is your take away from today's training? What type of feedback have you received in training?

New Hire Name: _____

Date: _____

WORKSHEET DAY 6 “Exploring into Blue Terrain” Level 5

Description: Continue to develop the skills needed to lead a safe, engaging and fun lesson while working on progressions aimed to increase the accuracy and adaptability of Level 5 skiers.

1. What are private lesson perk cards? List 4 different things they can be used for.
2. Where can your students store their equipment overnight?
3. When should you download your students? Why is this important?
4. What should you do if you’re going to be late finishing your lesson?
5. What is the correct procedure to follow if you are sick and unable to work on a scheduled day of work?
What phone number should you call?
6. What is Thursday Night Lights? (Glow worm) How much are instructors paid to work this event?

WORKSHEET DAY 7 “Peer Teaching Day”

Description: Put your newly acquired skills to the test while you lead your peers through a fun, engaging and safe teaching segment.

1. What was most successful part of your presentation?
2. What was an area for improvement?
3. What is the Talons Challenge?
4. What Ski Resort hosts the only Men’s World Cup events in the United States? What is the name of the new Women’s Downhill Trail?

New Hire Name: _____

Date: _____

WORKSHEET DAY 8 "Expanding your Horizons"

Description: Take a day and work through scenarios based on real small group and private lesson scenarios while you increase your confidence and learn the differences in programs and working with private lesson guests.

1. What are the meeting times and locations for:

Adult Group Lessons (all day)-	Kids 7-14 Lessons-
Afternoon Adult Group Lessons-	U4-
Kids 3-6 Lessons	SGR-
	Teens-

2. What are the biggest differences between teaching kids and adults?
3. What are the biggest challenges between Lift Loading/Riding/Unloading with adults versus kids?
4. What are some things to remember about loading kids on lifts and differences with alpine and SB?
5. What is "Hit the Spot"?
6. Does the Teaching Cycle still apply when teaching kids versus adults? How does your approach differ?
7. Are there any differences in Terrain Selection when teaching kids versus adults?
8. How do you know if you are teaching a product out of the "other side"?
9. What is the audit procedure on the "other side"?
10. Identify the daily progression of steps for the opposite product that you observed when training for the "other side" (ex-Morning Meeting, Split, Check-in, Lunch Reservation Procedure, Lunch, Student Sign-out, Checkout, Epic mix report cards, Children's Epic mix pocket coach, Reporting)...
11. How does the pay differ in the "other program", compared to your "home program"?
12. Do you feel like you have the knowledge and understanding to teach the "other side" successfully?



New Instructor Check List

- ◇ Class lists
- ◇ Emergency #'s
- ◇ Collision Protocol
- ◇ 1050 procedure/policy
- ◇ 1083 procedure/policy
- ◇ Lunch/Allergy procedure
- ◇ Teaching Cycle
- ◇ Learning Styles: VAK
- ◇ Chair lift procedures and Safety rules
- ◇ 4 Teaching Styles:
- ◇ EMA– how it is used
- ◇ Lift Line Etiquette
- ◇ Basic Movement Analysis (Observe/Describe)
- ◇ Down Loading policy
- ◇ Chair 6 and Gondola use
- ◇ SMART Style
- ◇ Jumping and Adventure Zone risk reduction tactics
- ◇ Check out procedure
- ◇ Application of the C.A.P. Model
- ◇ Product meeting places and times
- ◇ U4/SGR/Adult Classes/Kids Groups/ Private Lessons
- ◇ Active Warm up and Spatial Awareness
- ◇ The First Trip to the Base
- ◇ The “3-6 program”
- ◇ Skiing down at end of day
- ◇ “Funnel No Zone”
- ◇ 5T’S
- ◇ Requirements to move through levels 1-2
- ◇ Appropriate terrain for Levels 1 and 2
- ◇ Requirements to move to level 3
- ◇ Appropriate terrain for Level 3’s
- ◇ Requirements to move to level 4
- ◇ Appropriate Terrain for Level 4’s
- ◇ Requirements to move to Level 5
- ◇ Understand appropriate terrain for Level 5’s

2016-2017 Beaver Creek New Hire Evaluation

Name: _____ Date: _____ Program: _____ Trainer: _____

Category	Rating	Comments: Strengths and Opportunities
<u>Professionalism:</u> Punctuality, Appearance, Communication, Involvement, Attitude, Willingness to learn		
<u>Performance of Duties:</u> Teaching cycle, Understands “Exercise Chain”, Knows: appropriate terrain, exercises, class handling, handbook use, Demonstrates a variety of teaching styles		
<u>Skiing/Riding Skills and level:</u>		
<u>Safety:</u> Aware of 5T’S, Moves safely in a group, models Responsibility code	<u>MUST PASS</u>	
Instructor signature:		Trainer signature: _____ Suggested Zone: _____



Alpine new hire training – Continuing your professional development journey

Step 1: Join PSIA (Annual cost: \$118)

- Visit <https://members.psia-rm.org/join>
- Annual cost \$118.00
- Additional information <http://www.thesnowpros.org/membership/rmd>

Step 2: Attend in-house training

Level 1	Sunday
Level 2	Thursday
Level 3	Wednesday
Rocky Mountain Trainer	Tuesday
*Remember to sign up online at https://instructor.snow.com	

Step 3: Attend a Level 1 Exam Prep Clinic (\$80)

Resort	Date
Ski Cooper	January 10, 2017
Keystone	March 30, 2017
*Must sign up three weeks prior to avoid penalty	

Step 4: Attend a Level 1 Exam (\$270)

Resort	Date	Resort	Date
Vail	Dec 12-14, 2016	Ski Cooper	Jan 25-27, 2017
Breckenridge	Dec 14-16, 2016	Telluride	Jan 30 - Feb 1, 2017
Steamboat	Dec 16-18, 2016	A-Basin	Feb 7-9, 2017
Keystone	Dec 19-21, 2016	Ski Santa Fe	Feb 8-10, 2017
Sunrise	Jan 7-9, 2017	Arizona Snowbowl	Feb 11-13, 2017
Eldora	Jan 9-11, 2017	Beaver Creek	Feb 13-15, 2017
Vail	Jan 10-12, 2017	Angel Fire	Feb 24-26, 2017
Monarch	Jan 18-20, 2017	Aspen Buttermilk	Feb 27 - Mar 1, 2017
Ski Apache	Jan 18-20, 2017	Breckenridge	Feb 28 - Mar 2, 2017
Winter Park	Jan 18-20, 2017	Copper	Mar 1-3, 2017
Purgatory	Jan 23-25, 2017	Steamboat	Mar 6-8, 2017
Breckenridge	Jan 23-25, 2017	Loveland	Apr 24-26, 2017
*Must sign up three weeks prior to avoid penalty			

<https://www.psia-rm.org/download/resources/alpine-documents/alpine-level-1/Alpine-L1-outline.pdf>

Step 5: Consider additional training and certifications

Children's Specialist 1 (\$180)			
Resort	Date	Resort	Date
Copper	Jan 9-10, 2017	Purgatory	Feb 9-10, 2017
Vail	Jan 11-12, 2017	Ski Apache	Feb 11-12, 2017
Taos	Jan 23-24, 2017	Beaver Creek	Feb 14-15, 2017
Steamboat	Jan 26-27, 2017	Eldora	Feb 27-28, 2017
Sunrise	Jan 28-29, 2017	Aspen Buttermilk	Feb 28 – Mar 1, 2017
Telluride	Jan 31 - Feb 1, 2017	Red River	Mar 2-3, 2017
Winter Park	Jan 31 - Feb 1, 2017	Copper	Mar 2-3, 2017
Crested Butte	Feb 5-7, 2017	Arizona Snowbowl	Mar 4-5, 2017
Ski Cooper	Feb 6-7, 2017	Keystone	Mar 29-30, 2017
Ski Santa Fe	Feb 9-10, 2017	Loveland	Apr 25-26, 2016

*Must sign up three weeks prior to avoid penalty

<http://www.psia-rm.org/education/childrens/certification-pathway>

Freestyle Specialist 1 (\$320)			
Resort	Date	Resort	Date
Copper	Jan 9-11, 2017	Beaver Creek	Feb 13-15, 2017
Breckenridge	Jan 23-25, 2017	Telluride	Feb 15-17, 2017
Winter Park	Jan 30 - Feb 1, 2017	Steamboat	Feb 22-24, 2017
Purgatory	Feb 8-10, 2017	Vail	Apr 7-10, 2017

*Must sign up three weeks prior to avoid penalty

<http://www.psia-rm.org/education/freestyle/alpine-freestyle-specialist>

Adaptive - Clinics			
Functional Skiing Prep (\$160)		Ski Bike as an adaptive tool (\$80)	
Resort	Date	Resort	Date
Crested Butte	Jan 9-10, 2017	Sunrise	Feb 3, 2017
Winter Park	Jan 26-27, 2017	Aspen Snowmass	Mar 25, 2017
Sunrise	Feb 4-5, 2017	Tethering Techniques (\$80)	
		Resort	Date
		Aspen Snowmass	Mar 26, 2017
Adaptive - Exams			
Functional Skiing Exam (\$90)		Cognitive and Visually Impaired (\$140)	
Resort	Date	Resort	Date
Breckenridge	Dec 3, 2016	Breckenridge	Dec 4, 2016
Vail	Feb 7, 2017	Vail	Feb 8, 2017
Winter Park	Feb 28, 2017	Winter Park	Mar 1, 2017
Breckenridge	Apr 10, 2017	Breckenridge	Apr 11, 2017
Bi-Ski and Mono-Ski (\$140)		3-track, 4-track and Slider (\$140)	
Resort	Date	Resort	Date
Breckenridge	Dec 5, 2016	Vail	Feb 10, 2017
Vail	Feb 9, 2017	Winter Park	Mar 3, 2017
Winter Park	Mar 2, 2017	Breckenridge	Apr 13, 2017
Breckenridge	Apr 12, 2017		

*Must sign up three weeks prior to avoid penalty

<http://www.psia-rm.org/education/adaptive-alpine/adaptive-alpine-certification-pathway>

Available resources

- Attend in-house certification and elective clinics
- Request to audit lessons, both within and outside your home program
- Speak to your supervisors, trainers and peers for advice
- <http://www.thesnowpros.org/education/certification>

AUDIT #1



Complete this entire form and turn it in to your training manager

NAME: _____ **DATE:** _____

LEVEL: _____ **NAME OF INSTRUCTOR AUDITED:** _____

Overview questions:

1. What time and where did your lesson start?
2. What types of questions did the instructor ask each student to verbally assess their skill level?
3. Describe how each students' abilities were visually assessed?
4. What progression, activities or games did the instructor use?
5. Describe the difference in the student's ability from the start of the day to the end of the day.
6. List 3 new things you learned specific to the level being taught.

Audit specific questions:

1. Describe how the instructor introduced the day. What did the instructor do to determine the students' goals?
2. How did the instructor build group rapport?
3. How did the instructor cover the topic of becoming separated from the class? What was the plan?
4. Describe the active warm up the instructor did with the lesson?
5. How did the instructor cover safety and the responsibility code in the lesson?
6. What lifts were used during the day and how was lift safety covered?
7. How did the instructor summarize the day with the student?
8. Describe our incident procedure.
9. Describe the lunch procedure. (Children's Classes have 4 Steps)

Questions about the day:

1. Completely fill out the front of a class list for your group and attach.
2. What was your biggest take away from today?
3. What are your biggest questions or concerns from the day?

AUDIT #2



Complete this entire form and turn it in to your training manager

NAME: _____ **DATE:** _____

LEVEL: _____ **NAME OF INSTRUCTOR AUDITED:** _____

Overview questions:

1. What time and where did your lesson start?
2. What types of questions did the instructor ask to each student to verbally assess their skill level?
3. Describe how each students' abilities were visually assessed?
4. What progression, activities, tasks or games did the instructor use, and in what order they were used?
 - I. How might you change/ modify one of these for a different age group?
 - II. What role did traffic and terrain play in the choice of task?
5. Describe the changes in the student's ability from the start of the lesson to the end.
6. List 3 new things you learned specific to the level being taught.

Audit specific questions:

1. What type of introduction did the instructor use? Did you memorize the student's names? Did the students know each other's names?
2. Was there an ability split in the class? How did the instructor handle this?
3. Did the instructor outline the day and clearly state the goals of the class?
4. How were safety, the 5T'S and the responsibility code covered during the day?
5. Describe the 1083 plan and how was it introduced to the class. Describe the importance of pacing and keeping the students engaged in 1083 prevention.
6. What was covered in the individual student summary?
7. How did the instructor invite them back and state what the plan was for the next day?
8. Describe the morning "Split" or "Assessment" process for your level.

Questions about the day:

9. Completely fill out the front and back of a class list for your group and attach.
10. What was your biggest take away from today?
11. What are your biggest questions or concerns from the day?

AUDIT #3



Complete this entire form and turn it in to your training manager

NAME: _____ **DATE:** _____

LEVEL: _____ **NAME OF INSTRUCTOR AUDITED:** _____

Overview questions:

1. What time and where did your lesson start?
2. What types of questions did the instructor ask to each student to verbally assess their skill level?
3. Describe how each students' abilities were visually assessed?
4. What progression, activities, tasks or games did the instructor use, and in what order were they used?
 - I. What role did Traffic and Terrain play in the choice of task?
 - II. Describe the role of Timing and Surface in the lesson organization.
5. What could the group do at the end of the day that they were not able to do at the beginning of the day?
6. List 3 new things you learned specific to the level being taught.
7. List 3 trails used in the lesson and 3 possible alternatives.

Audit specific questions:

1. Was there an ability split in the class? How did the instructor handle this?
2. Did the instructor outline the day and clearly state the goals of the class?
3. How did the instructor hone the student's skills, develop rhythm and build confidence?
4. What type of ski/board performance were the students creating? How does skidding apply here?
5. Did the instructor use a variety of teaching styles? If so, which ones?
6. Describe one safety concern you saw with the group today and what could you do to prevent it?
7. Describe how lift safety was addressed in the lesson. With young students are there additional concerns with riding lifts?

Questions about the day:

1. What was your biggest take away from today?
2. What are your biggest questions or concerns from the day?
3. Completely fill out the front and back of a class list for your group and attach.