

**Facilitator Task List**

Name: \_\_\_\_\_

Official Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

\*Starred Items Indicate that ONLY the CC Manager can provide a Check Off.\*



Set-up / Take down	Trainee	Training Dates	Trainers	Check off	Check off Date
Zump					
Burma Bridge					
Dive					
Swing					
Up & Over Wall					
Belay					
Zump					
Burma Bridge					
Dive					
Swing Operation					
Up & Over Wall (Learn & Perform the Figure 8 Follow Through)					
Team Belay Operation					
Facilitate / Lead					
Team Belay Talk					
Hub & Spoke					
Trust Series					
Full Value Contract (using the model of your choice): _____					
Corporate Construction					
Zoom					
Mission Control					
Low-V					
Whale Watch					
Peak Adventures Info					
Advanced understanding of the C.I.R.C.L.E. Model					
Understanding of the Dimensions of Success Model					
Turn in Bio to be placed on Peak Adventures Website					
Rescue / Maintenance	Trainee	Training Dates	Trainers	Manager	Check Off Date
Belay High Ropes Rescue (Buddy or Cut-away)					*
Basic Lobster Clawing Techniques					*
Advanced Lobster Clawing Techniques (cable transfer & traverse)					*
Perform High Ropes Rescue (Buddy or Cut-away)					*
Use of GRI-GRI (Self Belay)					*
Assist with High Ropes Maintenance (describe): _____					*
Assist with a Quarterly Inspection					*
Operations / Efficiency					
Understand how to access info in database (Outlook, P-Drive)					
Understand client filing system (hard copy & digital)					
Contact clients regarding programs					
Create Itineraries & Email to Staff					
Final					
Pass Facilitator Technical Skills Test					*
Pass Facilitator Facilitation Skills Test					*

Additional Notes: Please initial a task when you feel you can proficiently demonstrate that task for a manager. Be certain to record all training dates and obtain initials of those who trained you at the time of the training. Management will not sign off on a task without training information being listed. This task list is meant to serve as a guide to direct your training and growth at Peak Adventures. You are responsible for your own progression. Upon completing this task list, management will evaluate your progress in a personal meeting. Completion of the task list does not guarantee advancement to the next level.