

New Instructor Onboarding Agenda

Day 1		
Time	Topic	Description
0900	Welcome & Company Overview	- Company Mission - Company Values - Company Culture
0930	New Hire Paperwork	
1000	Company Policies and Procedures	- Time off and Scheduling - Safety, health, and emergency - Admin procedures - Software setup and review
1030	Tour and Admin Staff Introductions	
1100	Break	
1115	Expectations & Competencies	
1200	Lunch	
1300	Standard Operating Procedures – General	- Dispatching & Returning - Aircraft Operations - Simulator Operations - Emergency Operations
1400	Standard Operating Procedures – Maneuvers	- Private Pilot Maneuvers - Commercial Pilot Maneuvers - Instrument Rating Maneuvers
1500	Break	
1530	Performance and Feedback Intro	- What we Measure - Intro NPS - Intro Student Exp Survey - Current Baselines
1630	Brief Day in Life Training Sessions & Homework	
1700	Day 1 End	

Day 2

Time	Topic	Description
0900	Local Area Familiarization – C172 Checkout	- C172 Aircraft & SOP Review - Local Area Ground Intro - Local Area Flight (1.5hrs)
1200	Lunch	
1300	Day in Life Session 1	
1345	Break	
1400	Review Day in Life Session 1	
1430	Debrief Day in Life Session 1	
1500	Day in Life Session 2	
1545	Break	
1600	Review Day in Life Session 2	
1630	Debrief Day in Life Session 1	
1700	Intro Instructor Performance Worksheet	
1730	Wrap Up	
1745	End Day 2	

Day 3

Time	Topic	Description
0900	Review Completed Instructor Performance Worksheet	
1000	Schedule Performance Check-ins	
1015 – End	Lesson Ride Alongs	