



## Personal Trainer Onboarding Checklist

**Trainer Name:** \_\_\_\_\_ **Club:** \_\_\_\_\_

### Checklist With Training Proctor

- Attend Onboarding Coaching
- Establish logins for AF Dashboard and Club OS
- Learn body composition data sheet (EvoIt or InBody)
- Participate in at least 1 SGT or TT Session
- Learn and perform a session audit with Training Specialist
- Lead all warmups and cooldowns
- Demonstrates the ability to use the time clock
- Co-coach with Training Proctor
- Lead a solo session
- Lead all sessions in a shift
- Demonstrate the ability to solo operate a Training shift (opening, Club OS operations, sessions, cleaning, closing)
- First audition using the Perfect Training Session (PTS) document

**Upon successful completion of First Audition, the New Trainer will then start in their club under the development of their MXM.**

### Checklist with MXM

- Booking out calendar for 2-4 weeks
- Learn clients and communication methods to them
- At least 1 session observation using the PTS Document and at least 1 session audit.
- Attends AF Live
- Prepare for Level 1 Coaching Exam

### Within 60 Days

- Attend Coaching Foundations Class
- Second Audition with a Training Specialist or AC
- Complete Level 1 Coaching Exam
- Have begun the Personal Training Certification process or have scheduled a qualifying course (if not obtained).
- Have scheduled or obtained CPR/AED certification.

**Area Coach Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please return this to Human Resources upon completion.*