



ADVENTURE KIDS

Team Training Outline

Step 1: Model

During this phase of training the trainee will simply observe the leader during service.

1. Discuss with the trainee all aspects of the position. This includes:
 - What the vision of the Children's ministry is.
 - The layout of the Kid's area: where the supplies are, what the age groups of each room are, etc.
 - The check-in and checkout process and the importance of the whole process.
 - How to use the iPad.
 - Discuss the room rules
 - How to access and understand the curriculum.
 - How to discipline child and what to do in different situations
 - Discuss any tips that help you run service.
2. Make sure the trainee is close by so you can answer any questions.
3. After service is over discuss how everything went with the trainee.
 - What you believed went well versus any problems you might have seen.
 - Why you did some of the things that you did.
4. Give the Trainee the following information at your first time interacting
 - Kid-Min Policy Manual (this has all the policy and procedures for the entire kid-min in it.
 - How to access room specific schedule.
 - How to read room schedule.

Step 2: Mentor

During this phase of training the trainee will be more involved in the process. They will help the leader with different parts of the lesson and service.

1. The trainee will still be observing the leader in some of the process.
The trainee will help during/before/after service
 - Help with check-in and checkout
 - Help with attendance and setting up the Ipad
 - Help with projects (craft, snack, games, etc)

- Facilitate bathroom breaks
- 2. The leader will answer questions, if available, when they arise.
- 3. The leader will explain each different process of the service as soon as possible.
- 4. After service is over discuss how everything went with the trainee.

Step 3: Monitor

During this phase of training the trainee and the leader will switch places. The leader will be observing the trainee as they step into the role.

1. The trainee will be in the primary role and the leader will be monitoring the trainee at all times.
 - Allow the trainee to do all tasks by themselves, but stand by for any questions or concerns.
 - Allow the trainee to lead the service, only step in if it is necessary.
2. During this phase make sure to lift the trainee up. The goal is the trainee will want to improve and not give up.
 - Encourage the trainee.
 - Stay positive.
 - Help the trainee develop consistency in the room.
3. After service discuss how you believe it went
 - Ask the trainee how they believed service went.
 - Discuss positive things that happened.
 - Discuss some things that you would change or have done differently and why.

Step 4: Motivate

During this phase of the training the leader will no longer be in the room with the trainee. The trainee should feel comfortable enough to run the service by themselves. If they are not yet comfortable remain in phase 3 until they do.

1. Allow the trainee to teach the service without interference.
2. Be available for questions.
 - Be available during service if possible
 - If you are not available have someone that is available during service time to help if needed.
 - Be able to answers questions before and after service.
3. After service is over discuss with the trainee how it went.
 - Ask the trainee how it went.
 - Ask the trainee about some positive things that happened
 - Ask the trainee about some things they would like to have done differently.
 - Ask the trainee if there is anything in the process they would like to see changed.

Step 5: Multiply

During this phase of the training the leader will help the trainee will learn how to recruit and train new volunteers.

1. This phase may not take place soon.
2. All volunteers should have the ability to recruit new volunteers.
3. The leader should help train the volunteers to become leaders as well.