

Memorandum



To: vZDC Assigned (Home) Controllers in Training

From: vZDC/TA

Subject: Training Team Introduction & Policy

Effective: 3 September 2024

PURPOSE. Access to training, the combination of trainer and trainee mutual availability, is a continuous challenge. This policy provides an *additional* means for controllers to be accommodated for training. This policy provides introductory guidance that will be followed by all members of the Training Department while this new component of training scheduling and administration is evaluated.

OVERVIEW. Under this policy, the concept of a “Training Team” is introduced. Training team refers to the primary trainer, alternate trainer(s), and the trainee. Trainees under an assigned training team may work within the training team to schedule training outside of the confines of the training scheduling platform. This means trainees and trainers may proactively reach out to each other to find times that work for completing training. Trainers and trainees must both “opt in” to be considered for training team assignment. All assignments are made by the TA or designee.

TRAINER RESPONSIBILITIES. Trainers assigned as primary trainer are responsible for ensuring their trainee(s) are progressing in the vZDC stage curriculum. Trainers will monitor their trainees’ progress, to include review of lessons completed by a trainer other than themselves. Trainers will make available time for their trainees and will be receptive to their trainees scheduling requests. Additionally, trainers will also serve as the primary contact for responding to questions trainees have while in training.

TRAINEE RESPONSIBILITIES. Trainees will comply with any limitations imposed by their trainers regarding contact times, frequency of contact, and expectations for training. Trainees will continue to study and be prepared for each lesson.

FACILITATION (OPTING IN - TRAINEES). Trainees will use the vZDC website to opt in. Trainees will access their profile on the website and select “Request Training Assignment” to be considered for assignment to a training team. Assignments to a training team are based on a combination of trainer availability, past performance in training, activity, and will be made by the TA or ATA. Not all trainees will be assigned to a training team immediately. Due to availability of trainers and their time, there may be a significant wait before an assignment is made.

FACILITATION (TRAINER VOLUNTEER). Trainers that would like to be a part of a training team will notify the TA of their desire to volunteer. The TA will make trainee assignments and construct the training teams based on availability, performance, and trainers current trainee workload.

QUESTIONS & FEEDBACK. As this is a new program, there will be questions and various issues that arise. Please send any feedback, ideas for improvement, and questions to ta@vzdc.org.