New Employee Mentoring Program

Review checklist of training activities, add training topics relevant to your airport, and complete form to define and implement the mentoring program.

Airport Training Coordinator to Complete		
	Airport Training Coordinator:	
	Mentor:	
	Trainee:	

Airport Training Coordinator to Complete			Mentor to Complete		Trainee to Complete
Training Activities Checklist	Relevant?	Identify Unique Issues	Activity Complete?	Comments	Initial If Comfortable With Training Topic
Airfield Orientation Tour	__ YES __ NO		__ YES __ NO		
Airport Traffic Control Tower Tour	__ YES __ NO		__ YES __ NO		
Radio Communication Procedures	__ YES __ NO		__ YES __ NO		
Airfield Lights, Signs, Markings	__ YES __ NO		__ YES __ NO		
Airfield Driving Techniques	__ YES __ NO		__ YES __ NO		
Lost Vehicle Procedures	__ YES __ NO		__ YES __ NO		
Jet Blast Avoidance	__ YES __ NO		__ YES __ NO		
Runway Incursion Prevention	__ YES __ NO		__ YES __ NO		

Mentor: return completed form to training coordinator.