

ROSS DISPATCH

0 – INTRODUCTION

OBJECTIVES

The topics addressed in this unit are:

1. Introductions.
2. Purpose of the course.
3. Major topics addressed in the course.
4. Course objectives.
5. Presentation methods.
6. Course schedule.
7. Contents and use of the Trainee Workbook.
8. Student responsibilities.
9. Evaluation.
10. Student expectations.

I. INTRODUCTIONS

- A. Transportation: Who needs rides to lunch, hotel, etc.?

- B. Facilities: Restrooms, drink and snack locations, and emergency exits.

- C. Daily times for: Class start and stop, breaks, and lunch.

- D. Telephones and where emergency messages can be left.

- E. Housekeeping: Please clean up your area at the end of each day.

II. PURPOSE OF THE COURSE

III. COURSE OBJECTIVES

IV. COURSE LEVELS

V. BASIC TOPICS

VI. INTERMEDIATE TOPICS

VII. ADVANCED TOPICS

VIII. PRESENTATION METHODS

IX. STUDENT WORKBOOK

X. COURSE SCHEDULE

XI. STUDENT RESPONSIBILITIES

XII. COACHES

XIII. EVALUATION

XIV. STUDENT EXPECTATIONS