Orientation Agenda and Acknowledgment

WC-22 | Chapter 14 | Both | Version 1.0

Orient each worker to the property before expecting independent work. Record what was covered and what still needs practice. A signature acknowledges the conversation, not a waiver of rights.

Write in the spaces or click a blank field to type in Word.

Worker and role	Trainer and date

Check	Item	Evidence or next action
	1. Welcome and introductions to people.	
	2. Tour the whole property and restricted areas.	
	3. Explain emergency contacts and reporting.	
	4. Explain radios, phones, keys, codes, and messages.	
	5. Review decision authority and escalation.	
	6. Review the job description and schedule.	

Mark each item Done, Open, or N/A. Explain open items and name the next action.

Questions or items still open

Where current procedures and secure access instructions are kept

---

© 2026 by R. V. Hicks

Teach practice and acknowledge

WC-22 | Continued

Use this sequence for each task

1. Explain the task and show the current method.
2. Have the worker do it while the trainer watches.
3. Correct the method and repeat the practice.
4. Allow independence when the finished standard is met.
5. Stay available for questions and changing conditions.

Task and standard	Practice date and trainer	Ready or more practice	Limits and follow up

Remaining training, person responsible, and due date

Worker acknowledgment and date	Trainer acknowledgment and date

Keep a copy with the training record and provide one to the worker. Authorization for specialist work requires the appropriate qualifications and property approval.

© 2026 by R. V. Hicks