

## Class Schedule: 2024

<u>Lesson</u>	<u>Approx Time Allotment</u>
<b>Week 1; Day 1 - Monday - Orientation</b>	
	<b>All Day</b>
1) Pre-survey - <a href="#">Click Here for Link to Survey</a>	:30
2) Orientation Lesson (email, chromebook, expectations, mentor assign) [priority/schedule/resume]	:30
3) Icebreakers	:30
4) Aptitude Test	:30
5) Building/Fire Safety	TBD
6) Career Assessment	:30 - 1:00
7) Sexual Harassment LP	:30
8) Computer 101 LP	:30
9) Safety Orientation LP	:30
10) 5s LP	:30
<b>Week 1; Day 2 - Tuesday</b>	
<b>Soft Skills</b>	<b>2 Hours and 20 mins</b>
1) Warehousing Terminology LP	:30
2) Safety PPE on plant floor	:30
3) Session 1 Safety - Safety signs used on an assembly plant floor lesson plan 1 of 2	:30
4) Session 2 Safety Tape and Assembly Plant Floor Arrangements Lesson Plan 2 of 2	:30
5) Basics of Followership/Company Culture Lesson Plan	:20
<b>Tool Skills</b>	<b>2 Hours 20 mins</b>
1) Tool Intro	:20

2) Tool Safety	:20
3) PPE	:20
4) Tool Identification	:40
5) Tool station rules	:40
<b>Forklift Skills</b>	<b>2 hours 20 mins</b>
1) Forklift Orientation - History of Forklifts	:30
2) Safety Introduction - Videos	1:00
3) Walk around - LP/Electric	:30
4) Basics	:20
<i>Week 1; Day 3 - Wednesday</i>	
<b>Pastor + Mentor</b>	<b>2 Hours 20 mins</b>
1) Pastor	1:10
2) Mentors	1:10
<b>Soft Skills</b>	<b>2 Hours 20 mins</b>
1) Identifying Personal Values LP	:30
2) Creating a Schedule and Sticking to it LP	:30
3) Converting Fractions LP	:30
4) Barcoding LP	:20
5) Understanding Decimals LP	:30
<b>Forklift Skills</b>	<b>2 Hours 20 mins</b>
1) Inspection - Main	:30
2) Safe Operation	:30
3) Stability	:30
4) Load Handling - Part 1	:50
<i>Week 1; Day 4 - Thursday</i>	

<b>Vendor</b>	<b>1 Hour 30 mins</b>
1) Banker	1:30
<b>Soft Skills</b>	<b>3 Hours</b>
1) Growth Mindset - 3 Sessions	1:30
2) Self Evaluation - 2 Sessions	1:00
3) Conflict Resolution	:30
<b>Forklift Skills - Class 1, 4 &amp; 5</b>	<b>3 Hours</b>
1) Fueling/Batteries/Installing new LP tank	1:00
2) Load Handling - Part 2 - Good, Bad, Loading Videos	2:00
<i>Week 1; Day 5 - Friday</i>	
<b>Soft Skills</b>	<b>2 Hours 20 mins</b>
1) Resume Building LP	:40
2) Resume Building	1:40
<b>Tool Skills</b>	<b>2 Hours 20 mins</b>
1) Tape Measurement LP + Laser Measure LP	:40
2) Precision Measurement LP	:40
3) Practical Use	1:00
<b>Forklift Skills - Class 1, 4 &amp; 5</b>	<b>2 Hours 20 mins</b>
1) Drive Forklifts - Safe Operation	1:30
2) Forklift Exam - Class 1, 4 & 5. Review test results	:50
<i>Week 2; Day 1 - Monday</i>	
<b>Soft Skills</b>	<b>2 Hours 20 mins</b>
1) Resume Building Continued	2:20
<b>Tool Skills</b>	<b>2 Hours 20 mins</b>
1) Die Grinder Safety	1:00

2) Saw Safety	1:20
<b>Forklift Skills - Class 2 &amp; 3</b>	<b>2 Hours 20 mins</b>
1) Basics	:30
2) Inspection & Maintenance	:30
3) Continue Driving Forklifts - 1, 4 & 5	1:20
<i>Week 2; Day 2 - Tuesday</i>	
<b>Soft Skills</b>	<b>2 Hours 20 mins</b>
1) Resume Building Final Session	2:20
<b>Tool Skills</b>	<b>2 Hours 20 mins</b>
1) Corded Tools	:40
2) Cordless Tools	:40
3) Pneumatic Tools Safety LP	:40
4) Hand Tools Safety LP	:20
<b>Forklift Skills</b>	<b>2 Hours 20 mins</b>
1) Watch Videos on Classes 2 & 3	:15
2) Load Handling	:45
3) Stability on Classes 2 & 3	:30
4) Batteries/Watering System/Drives	:50
<i>Week 2; Day 3 - Wednesday</i>	
<b>Pastor + Mentor</b>	<b>2 Hours 20 mins</b>
1) Pastor	1:10
2) Mentors	1:10
<b>Soft Skills</b>	<b>2 Hours 20 mins</b>
1) Measurement - Grams, Ounces, Weights LP	:40
2) Purchasing a vehicle LP	:50

3) Maintaining a vehicle LP	:50
<b>Forklift Skills - Class 7</b>	<b>2 Hours 20 mins</b>
1) Intro to Class 7	:30
2) Inspection and Maintenance	:30
3) Safe Operation - Vertical Mast Forklift	:30
4) Forklift Drives	:50
<i>Week 2; Day 4 - Thursday</i>	
<b>Vendor</b>	<b>1 Hour 30 mins</b>
1) Banker	1:30
<b>Soft Skills</b>	<b>3 Hours</b>
1) Nutrition LP	:30
2) Family Matters LP	:30
3) Positive Psychology LP	:30
4) Assembly Line LP	:30
5) Interviewing LP	1:00
<b>Forklift Skills</b>	<b>3 Hours</b>
1) Refresher	:30
2) Reach and Telehandler	:30
3) Drive Scissor Lift	:30
4) Driving - Rack and Pallet Stacking	1:30
<i>Week 2; Day 5 - Friday</i>	
<b>Soft Skills</b>	<b>2 Hours 20 mins</b>
1) Practice Interviews	2:20
<b>Tool Skills</b>	<b>2 Hours 20 mins</b>
1) Hands on practice	2:20

<b>Forklift Skills</b>	<b>2 Hours 20 Mins</b>
1) Recoupe Freight/Banding	:50
2) Driving, Backwards Driving, Faster Stacking	1:30
<i>Week 3; Day 1 - Monday</i>	
<b>Soft Skills</b>	<b>2 Hours 20 mins</b>
1) Review	2:20
<b>Tool Skills</b>	<b>2 Hours 20 mins</b>
1) Hands on practice	2:20
<b>Forklift Skills</b>	<b>2 Hours 20 mins</b>
1) Class 7 Exam/Driving	2:20
<i>Week 3; Day 2 - Tuesday</i>	
<b>Soft Skills</b>	<b>2 Hours 20 mins</b>
1) Review	2:20
<b>Tool Skills</b>	<b>2 Hours 20 mins</b>
1) Hands on practice	2:20
<b>Forklift Skills</b>	<b>2 Hours 20 mins</b>
1) Drive Forklift, Maze & Stack	2:20
<i>Week 3; Day 3 - Wednesday</i>	
<b>Pastor + Mentor</b>	<b>2 Hours 20 mins</b>
1) Pastor	1:10
2) Mentor	1:10
<b>Soft Skills</b>	<b>2 Hours 20 mins</b>
1) Review	2:20
<b>Forklift Skills</b>	<b>2 Hours 20 mins</b>
1) Videos on Safety/Electric Jack/Driving	2:20

<b>Week 3; Day 4 - Thursday</b>	
<b>Vendor</b>	<b>1 Hour 30 mins</b>
1) Banker	1:30
<b>Soft Skills</b>	<b>3 Hours</b>
1) Review	3:00
<b>Forklift Skills</b>	<b>3 Hours</b>
1) Open Driving/Review	3:00
<b>Week 3; Day 5 - Friday</b>	
<b>Soft Skills</b>	<b>2 Hours 20 mins</b>
1) Review	2:20
<b>Tool Skills</b>	<b>2 Hours 20 mins</b>
1) Hands on practice	2:20
<b>Forklift Skills</b>	<b>2 Hours 20 mins</b>
1) Find the OSHA Violation/Driving	2:20
<b>Week 4; Day 1 - Monday</b>	
<b>Soft Skills</b>	<b>2 Hours 20 mins</b>
1) Review	2:20
<b>Tool Skills</b>	<b>2 Hours 20 mins</b>
1) Hands on practice	2:20
<b>Forklift Skills</b>	<b>2 Hours 20 mins</b>
1) Open Driving/Review	2:20
<b>Week 4; Day 2 - Tuesday</b>	
<b>Soft Skills</b>	<b>2 Hours 20 mins</b>
1) Review	2:20
<b>Tool Skills</b>	<b>2 Hours 20 mins</b>

1) Hands on practice	2:20
<b>Forklift Skills</b>	<b>2 Hours 20 mins</b>
1) Moving Difficult Items/Skids	2:20
<i>Week 4; Day 3 - Wednesday</i>	
<b>Pastor + Mentor</b>	<b>2 Hours 20 mins</b>
1) Pastor	1:10
2) Mentors	1:10
<b>Soft Skills</b>	<b>2 Hours 20 mins</b>
1) Review	2:20
<b>Forklift Skills</b>	<b>2 Hours 20 mins</b>
1) Shipping & Handling Equipment	2:20
<i>Week 4; Day 4 - Thursday</i>	
<b>Vendor</b>	<b>1 Hour 30 mins</b>
1) Banker	1:30
<b>Soft Skills</b>	<b>3 Hours</b>
1) Review	3:00
<b>Forklift Skills</b>	<b>3 Hours</b>
1) Forklift Recap	3:00
<i>Week 4; Day 5 - Friday - Graduation</i>	
<b>1) Graduation</b>	<b>Morning</b>