| | | | Team Up Academy Itinerary/Class Schedule | | | | | | | |
|--------|--------------------------------------|---|---|---|---|-----------------|-----------------------------------|---|---|---------------|
| Week 1 | | 8:00am-10:20am | 10:20am10:30am | | 10:30am-11:40am | 11:40am-12:10pm | 12:10pm-1:20pm | | 1:20pm-3:40pm | 3:40pm-4:00pm |
| Day 1 | ORIENTATION | | | | | | | | | |
| Day 2 | FORKLIFT Instructor Will Herod | Class 1,4,5 "Basics" Slides 1-8 Show fundamentals Video 6min, "Inspection & Maintenance" Slides 11-22 Show Inspection & Maintenance Video 11min, "Safe Operation" Slides 25-39 Show Inspection & Maintenance Video 6min, Take Quizes 1&2, "Load Handling" Slides 42-49 Show Load Handling, Safe Driving&Safety Standards Videos 14min Take Quiz 3&4 | First Break | TOOLS Instructor Gary Franks (Will Herod)* | Tool Intro, Tool Identification,, | Lunch | Tool Safty,Tool Stations Rules | SOFT SKILLS Instructor Keven Letwin | Common Terminology in Warehousing, Safety Orientation, Safety PPE on the Plant Floor, Participant Pre-Survey, Sexual Harassment and Conduct, Wonderlic Assessment, Career Assessment, Computers 101, Personal Presentation, 5S | CLEAN UP |
| Day 3 | FORKLIFT Instructor Will Herod | Class 1,4,5 "Stability" Slides 52-54 Show Stability and Capacity video 2min, "Fueling & Batteries" Slides 57-65 Take Quiz 5&6, Classes 2,3 (add slide #'s) Class 7 (add slide #'s) videos Pallet trucks 2min Basics of a Telehandler 13min,Inspection checklists, video Pre-op on Telehandler 12min,Class 7 quiz 1,2,3,4,5,6,7,&8 Quiz Whats Wrong With This video 11min, | First Break | SPEAKER Paster Barry | Motavation | Lunch | Motavation | SOFT SKILLS Instructor Keven Letwin | Safety Signs, Safety Tape and Plant Floor Arrangements, Basics of Followership/Company Culture, Identifying Personal Values, | CLEAN UP |
| Day 4 | FORKLIFT Instructor Will Herod | Spill containment video, Hi-lo inspections/maintenance First drive feel out Hi-lo forwad,reverse,mast controls, turning ,etc | First Break | TOOLS Instructor Gary Franks | Measurement, Measurement Tools | Lunch | ,Practical Use | SOFT SKILLS Instructor Keven Letwin | Creating a Schedule and Sticking to It,Barcoding,Incident Reports | CLEAN UP |
| Day 5 | FORKLIFT Instructor Will Herod | Hi-lo inspections/maintenance,Pallet Stacking | First Break | TOOLS Instructor Gary Franks | Corded Tools&Safty, Cordless Tools&Safty, Neumatic Tools&Safty,Hand Tools&Safty | | ,Practical Use | SOFT SKILLS Instructor Keven Letwin | Resume Building | CLEAN UP |
| Week 2 | | | | | | | | | | |

| Day 6 | FORKLIFT Instructor Will Herod | Hi-lo inspections/maintenance,Pallet Stacking | First Break | SPEAKER Brandon Andrews TOOLS Instructor Will Herod | Motavation | Lunch | Scales Hi- lo&small, | SOFT SKILLS Instructor Keven Letwin | Resume Building - Continued | CLEAN UP |
|--------|--------------------------------------|---|-------------|--|---|-------|---|---|---|----------|
| Day 7 | FORKLIFT Instructor Will Herod | Hi-lo inspections/maintenance,Traversing without a load | First Break | Banker | Banking | Lunch | Banking | SOFT SKILLS Instructor Keven Letwin | Resume Building - Continued | CLEAN UP |
| Day 8 | FORKLIFT Instructor Will Herod | Hi-lo inspections/maintenance,Traversing without a load | First Break | SPEAKER Paster Barry | Motavation | Lunch | Motavation | SOFT SKILLS Instructor Keven Letwin | Understanding Decimals, Converting Fractions Into Decimals, Measuring With a Tape Measure, Precision Measurement | CLEAN UP |
| Day 9 | FORKLIFT Instructor Will Herod | Hi-lo inspections/maintenance,Traversing with a load | First Break | TOOLS Instructor Gary Franks | Die Grinder&Safty Saw&Safty | Lunch | Hammer Drill&Safty Practical Use | SOFT SKILLS Instructor Keven Letwin | Math and Measuring | CLEAN UP |
| Day 10 | FORKLIFT Instructor Will Herod | Hi-lo inspections/maintenance,Traversing with a load | First Break | TOOLS Instructor Gary Franks | Practical Use | Lunch | Practical Use | SOFT SKILLS Instructor Keven Letwin | Math and Measuring (Continued) | CLEAN UP |
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| Week 3 | | | | | | | | | | |
| Day 11 | FORKLIFT Instructor Will Herod | Hi-lo inspections/maintenance,Rack loading/unloading | First Break | Speaker Miles Miller | Motavation | Lunch | Motavation | SOFT SKILLS Instructor Keven Letwin | Math and Measuring (Continued) | CLEAN UP |
| Day 12 | PORKLIFT Instructor Will Herod | Hi-lo inspections/maintenance,Rack loading/unloading | First Break | SPEAKER Paster Barry | Motavation | Lunch | Motavation | SOFT SKILLS Instructor Keven Letwin | Math and Measuring (Continued) | CLEAN UP |
| Day 13 | FORKLIFT Instructor Will Herod | Hi-lo inspections/maintenance,Truck loading/unloading | First Break | TOOLS Instructor Gary Franks | Nail Gun&Safty Staple Gun&Safty, Rivit Gun Practical Use | Lunch | Nail Gun&Safty Staple Gun&Safty,Rivit Gun Practical Use | SOFT SKILLS Instructor Keven Letwin | Growth Mindset,Self Evaluation, Conflict Resolution | CLEAN UP |
| Day 14 | FORKLIFT Instructor Will Herod | Hi-lo inspections/maintenance,Truck loading/unloading | First Break | TOOLS Instructor Gary Franks | Electrical Tools Soldering Iron, Practical Use | Lunch | Electrical Tools Soldering Iron, Practical Use | SOFT SKILLS Instructor Keven Letwin | Measurement (Grams/Ounces/Pounds) | CLEAN UP |
| Day 15 | FORKLIFT Instructor Will Herod | Hi-lo inspections/maintenance,obstacle course | First Break | SPEAKER Brandon Andrews | Motavation | Lunch | Motavation | SOFT SKILLS Instructor Keven Letwin | Purchasing a New or Used Vechicle, Maintaing a Vehicle | CLEAN UP |
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| Day 16 | FORKLIFT Instructor Will Herod | Hi-lo inspections/maintenance,obstacle course | First Break | TOOLS Instructor Will Herod | Practical Use | Lunch | Practical Use | SOFT SKILLS Instructor Keven Letwin | Nutrition and Physical Health, Faamily Matters and Child Rearing,Positive Psychology (Happiness Defined),Assembly Line | CLEAN UP |
|---------|--------------------------------------|---|-------------|--|------------------------|-------------|------------------|---|--|----------|
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| Day 17 | FORKLIFT Instructor Will Herod | Hi-lo inspections/maintenance,obstacle course | First Break | SPEAKER Paster Barry TOOLS Instructor Will Herod | tavation / Practical l | . Lunch | Practical Use | SOFT SKILLS Instructor Keven Letwin | Interviewing Skills (Personal Presentation),Interviewing Skills (Tips and Practice) | CLEAN UP |
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| Day 18 | FORKLIFT Instructor Will Herod | Final Evalutions/Qualifacations test | First Break | TOOLS Instructor Gary Franks | Final Evalutions | Lunch | Final Evalutions | SOFT SKILLS Instructor Keven Letwin | Interviewing and Practice Interviews (Continued), Review | CLEAN UP |
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| Day 19 | FORKLIFT Instructor Will Herod | Final Evalutions/Qualifacations test | First Break | TOOLS Instructor Gary Franks | Final Evalutions | Lunch | Final Evalutions | SOFT SKILLS Instructor Keven Letwin | Interviewing and Practice Interviews (Continued),Review | CLEAN UP |
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| Day 20 | GRADUATION | | | | | | | | | |
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| | | Classes for the rest of 2025 | | | | | | | | |
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| ass# | Start Date | HOLIDAYS | End Date | | | | | | | |
| 02-2025 | | | Feb 3 202 | | Completed | 4 graduates | | | | |
| 03-2025 | Feb 10 2025 | | Mar 7 202 | 5 | | | | | | |
| 04-2025 | Mar 17 2025 | | 11 Apr 202 | 5 | | | | | | |
| 05-2025 | Apr 21 2025 | | May 16 202 | | | | | | | |
| 06-2025 | May 27 2025 | Jun 19 2025 | Jun 24 202 | 5 | | | | | | |
| 07-2025 | | | Jul 28 202 | | | | | | | |
| 08-2025 | Aug 4 2025 | | Aug 29 202 | 5 | | | | | | |
| 09-2025 | Sept 8 2025 | | Oct 3 202 | 5 | | | | | | |
| 10-2025 | Oct 13 2025 | | Nov 7 202 | 5 | | | | | | |
| 11-2025 | Nov 17 2025 | nov 26,27,28 2025 | Dec 17 202 | 5 | | | | | | |