

Welcome to the Team

C H E C K L I S T

AO University Course 100



Congratulations, again, on securing your new amazing job! This lesson is the launching pad for all staff members' journey with AOG. Get ready for a fun and exciting ride . . .

Please follow along as we meet today and initial next to each item as we cover them. Use this form to document questions, important notes, as well as the necessary action items and their deadlines/due dates.

Staff Member's Name:

Today's Date:

Starting Pay Rate:

Ending Probation Date:

Staff Handbook
Review the Staff Handbook with your Manager

Jack Rabbit
Have your Manager set up *Jack Rabbit* Staff Portal & Log in Clocking In & Out - Always select the correct Pay Code

JackRabbit Log in ID & Password:

YardStik
Have your Manager begin the background Screen

Slack App
Set up *Slack App* - This is how we communicate with Staff.
Receive text link, download App, & introduce yourself to the team

Intro to the Workplace, Staff Picture, & Bio
Schedule your Introduction to the Workplace meeting.
Review Staff Bio's on the AOG Website (McKinney.AlphaOmegaGymnastics.com/our-staff). Then, type up a brief biography in the body of an email, and email it to: kester@AlphaOmegaGymnastics.com - Picture will be taken.

Required Completion Date & AOU108 Meeting: Set an appointment:

Meeting with Staffing Managers - Track Smart Scheduling App
Manager will introduce you & arrange meeting to introduce you to our Track Smart Scheduling App

Meet the Owner
Introduce yourself to Greg Kester

Staff Directory
Have your Manager add you to the Staff Directory

Staff Shirts
Have your Manager supply you with Staff Shirts

Set Up Meeting with Training Manager
Our Training Manager will review our training program and discuss your next steps

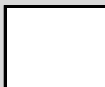
Trainer's Name:
Trainer's Phone Number:
Trainer's Email Address:

Notes:

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AOG Staff Portal

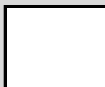
Review the AOG Staff Portal

AOG Staff Portal

Login in ID:

aogStaff

The AOG Staff Portal is located within the AOG Website. Staff are able to log-in by clicking on the Staff Portal link located on the far bottom right side of AlphaOmegaGymnastics.com. The AOG Staff Portal includes Alpha Omega University, class progression sheets, lesson plans, a staff directory, the staff handbook, the time off request form, employee links, and more.



Alpha Omega University

Complete the following AOU Courses by the required completion dates

Track your progress by initialing the completed column as applicable

Course Number/Name	Required Completion Date	Completed ;-)
100 Welcome to the Team	Completed Today ✓	
101 Employment Onboarding Signature Forms	Tomorrow:	
102 Core Purpose, & Core Values	In 2 Days:	
103 Staff Member Policies & Procedures	In 2 Days:	
104 Staff Member Responsibilities	In 2 Days:	
106 Alpha Omega Program Overview	In 2 Days:	
150 Safety 1 - General Guidelines	In 2 Days:	
151 Safety 2 - Global Gym Rules	In 2 Days:	
152 Safety 3 - Specific Gym Rules	In 2 Days:	
165 DFPS Daycare Licensing Background Check/FBI Fingerprints	In 2 Days:	
198 Staff Handbook, Safety, & 100 Level Courses Agreement	In 2 Days:	
199 New Hire 100 Level Exit Exam	In 2 Days:	
108 Introduction to the workplace - McKinney	Set Day/Time:	
153 USAG Member Instructor	In 1 Week:	
154 USAG Background Check	In 1 Week:	
155 USAG U100 - Fundamentals of Gymnastics	In 1 Week:	
156 USAG U110 Course - US Olympic Committee Safe Sport	In 1 Week:	
157 USAG U101 Course - Safety & Risk Management	In 1 Month:	
166 CPR & First Aid Certification	When Offered	
207 Tumble Bugs Gymnastics Circuits	In 2 Weeks:	
221 Cartwheel Class - Complete all AO Courses 221, 223-230	In 2 Weeks:	
231 Flip Flop Class - Complete all AO Courses 231, 233-240	In 2 Weeks:	
271 Ninja Warrior Obstacle	In 2 Weeks:	