













Trainer, Trainer Candidates and Area Training Adviser Resources and Forms

Updated April 2017


- [National Training Forms](#) (login to MZ required) - Includes all the TR National forms.
- **Provincial Training Forms** –
- [AB-Training.01](#)  – Trainer's Biographical Record to be filled out and submitted annually to your Area Training Adviser.
- [AB-Training.02](#)  – ATAs will use this form to track the yearly requirements and the reappointment process for each trainer in their Area.
- [SAMPLE AB-Training.02](#)  - An example as to how to fill out the AB-Training.02 for ATA reference.
- [AB-Training.03](#)  - ATAs will use this form to track the requirements of the appointment process for each Trainer Candidate in their Area.
- [SAMPLE AB-Training.03](#)  - An example as to how to fill out the AB-Training.03 for ATA reference.
- [AB-Training.04](#)  - Trainer Candidate Reference Form. To be used when interviewing a reference for someone applying to be a Trainer Candidate.
- [AB-Training.05](#)  - Trainer Extension Request Form. To be used when a reappointment extension date is required.
- [Trainer Observation Rubric](#)  - The Alberta Council Training Sub Committee General Meeting, April 2018, agreed that a Trainer being Observed for her Reappointment should provide the Rubric to the Observer. The Observer will discuss the completed Rubric with the Trainer – it is intended to be a tool to give the Trainer useful feedback and suggestions for improvement or growth as a Trainer. The Rubric remains with the Trainer and is not part of the package of paperwork sent to the ATA for the Trainer's reappointment.
- [Mentor Work Sheet-Goal Setting](#)   – To be completed together by a Trainer Candidate and her Mentor to develop and understand their goals within their mentoring relationship.
- [Travelling Trainer Request Form](#)   – Request travelling trainers to visit Districts/Areas.

Resources

- [How to Guide to assist Trainers, Trainer Candidates and ATAs](#)  – Updated April 2017

This is an all-encompassing document, and is a fantastic resource for Trainers, Trainer Candidates and ATAs in AB, NT & YT. Please ensure to refer to it, especially when submitting training forms for appointment, and reappointment procedures.

- [Coordinating a Provincial Event Checklist](#) - Have you been selected to coordinate a Provincial Training event? Please ensure you check this handy resource to get started.
- [Member Zone](#) (login required) (under Training tab, labelled Trainers) - Find information regarding TEAM overview and management plus links to Training modules.

- [Virtual Campfire Songbook](#)  - This document has been compiled by a Calgary Area Trainer and is an excellent resource to bring fun and traditional songs to your next meeting or camp.