TRIAL LESSON CHECKLIST

Before the trial lesson

- [ ] Check in the Calendar that there is the Name, number and link for the trial lesson
- [ ] Check in with your leader for the level information.
- [ ] Go to the Trial lesson templates folder (Trial Classes) and select the correct trial document according to the level
- [ ] Make a Copy of the doc and rename it “STUDENT Trial Lesson MONTH YEAR” (e.g. “Juan Ramirez Trial lesson Oct 2023)
- [ ] Make Alcanza the owner of the Document that you created
- [ ] Contact the student via Whatsapp and send them the Zoom link for the lesson

- ***If any of the details are missing please contact Operations via slack/Whatsapp or your Leader***

During the trial lesson

- [ ] Welcome and introduce yourself to the client
- [ ] Show the Trial introduction.pdf and explain the dynamic of the trial lesson (5 min chat on program + 45 min lesson + 10 min comments and questions). For in person sessions it’s recommended that consultants bring their own computers you can connect to the projector in the facilities or use your own computer to show the presentation.
- [ ] Go through the curriculum with the student highlighting the topics and grammar covered
- [ ] Then invite the student to join you in the Remote Trial Lesson Document, don’t forget to share the link with them
- [ ] Start the warm up and conduct the activities (45 min lesson)
- [ ] At the end of the lesson give feedback to the student and fill in the vocabulary and corrections columns in the Remote Trial document
- [ ] Write down any comments or requests from the client regarding the timetable and curriculum
- [ ] Check for understanding and ask if the client has any questions
- [ ] Respond the client’s question or refer them to Operations/Sales if you don’t know the answer

After the lesson

- [ ] Go to the Excel Sheet for Trial Lessons: Alcanza central data collection
- [ ] Fill in the information that you got from the session and add it in the corresponding columns
- [ ] Reach out to your Manager or team Leader about the completion of the trial lesson or share the information on the #Trial channel on slack.

- ***If the Client does not attend for any reason, inform Operations immediately***