

Center Director Training Timeline & Structure

Training Hub manager should be training CD for Weeks 1-2 and District Director for Weeks 3-4

Week 1

- Start **US Center Director Training** and **Instructor Level 1 Supplement** Learning Plans in the Training Hub
- You will be moving back and forth between the two LPs. Follow the **CD Training - Instructor Level 1 Structure** on the next two pages
- Complete *at least* through the **Desktools and Manipulatives** course in the **US Center Director Training** LP
- Prioritize instructor training, but observe assessments with your training CD as time allows

Week 2

- Complete **US Center Director Training** and **Instructor Level 1 Supplement** LPs in the Training Hub
- Start **Center Director Training Supplement** LP in the Training Hub (make sure you have finished the other two first)
- Complete *at least* the courses that come before the **Sales Training** (last 8 courses of the LP)
- Prioritize observing assessments with your training CD

Week 3

- Complete **Center Director Training Supplement** LP in the Training Hub
- Continue observing assessments with your training CD
- Do at least one assessment and record it so you can complete the **Sales Training: Self Assessment** course (last course in the LP)

Week 4

- Review and discuss your assignments from the **Center Director Training Supplement** LP with your District Director
- Do assessments and get feedback from your District Director
- Your District Director will do practical knowledge checks with you about in-center procedures
- Start **HQ Sales Training** LP in the Training Hub

CD Training - Instructor Level 1 Structure

Complete the two Learning Plans in the following order. You will be moving back and forth between them. The order of courses **within** each Learning Plan is the same as the order they appear in below.

Learning Plan	Course
Level 1 Supplement	Day 1: Orientation
US CD Training	Provide Interior Decor
US CD Training	Furnish the Center
US CD Training	Provide Signage & Exterior Decor
US CD Training	Learning Center Basics (MNG)
US CD Training	Breakdown of a PK (Inst)
US CD Training	Standard Binder Set-Up
US CD Training	The Mathnasium Hour
Level 1 Supplement	Day 2: Observation
US CD Training	Curriculum Icons Overview
US CD Training	Instruction Manager and Digital Workout Plan (MNG)
US CD Training	Session Summary
Level 1 Supplement	Managing Student Behavior - Part 1
Level 1 Supplement	Day 3: Shadowing
US CD Training	10 Rules of Engagement (MNG)
US CD Training	Introduction to Mathnasium Teaching Constructs (MNG)
Level 1 Supplement	How We Teach: Proactive Teaching
Level 1 Supplement	Day 4: Lead Instruction
US CD Training	Important Elements of the Mathnasium Curriculum (MNG)
Level 1 Supplement	Managing Student Behavior - Part 2
Level 1 Supplement	Day 5: Instruct Independently
US CD Training	Applications of Mental Math and Number Sense (MNG)
US CD Training	Numerical Fluency- Addition & Subtraction Instructional Techniques (MNG)
US CD Training	Numerical Fluency- Multiplication & Division Instructional Techniques (MNG)

Level 1 Supplement ▾	How We Teach: Integer Operations
US CD Training ▾	Desktools and Manipulatives (MNG)
Level 1 Supplement ▾	How We Teach: Manipulatives & Games
Level 1 Supplement ▾	Center Procedures
Level 1 Supplement ▾	Decoding Student Behavior
Level 1 Supplement ▾	Instruction Practice Activities
Level 1 Supplement ▾	Student Management Training Day Prep
Level 1 Supplement ▾	Student Management Training Day
Level 1 Supplement ▾	Level 1 Supplement Wrap-Up