

**PHASE 2 DIRECTIONS:**

Daily Reflection is to be completed by the Trainee each day.  
See page 2 for Topic Index details to track.

**DAILY REFLECTION - SHIFT 1**

Date:

Describe your overall experience from today.

What are you feeling the most confident in?

Are you experiencing any challenges? Anything not make sense today that you'd like to revisit?

**DAILY REFLECTION - SHIFT 2**

Date:

Describe your overall experience from today.

What are you feeling the most confident in?

Are you experiencing any challenges? Anything not make sense today that you'd like to revisit?

**DAILY REFLECTION - SHIFT 3**

Date:

Describe your overall experience from today.

What are you feeling the most confident in?

Are you experiencing any challenges? Anything not make sense today that you'd like to revisit?

## **PHASE 2 TRAINING TOPIC INDEX:**

<b>Trainer:</b> Use this list to see what's been covered and what hasn't. Any "1's" make a point to cover again. If you have time, review 2's as well. <b>Trainee:</b> During shift., as topics are covered, rank 1-3, otherwise leave blank.		<b>1 = No Recognition</b> <b>2 = Looked Familiar</b> <b>3 = Ready to be on my Own</b>
<b>Families &amp; Students Pages</b>	<b>Shift 1</b>	<b>Shift 2</b>
Report a Student Absence		
Drop Enrollment		
Keywords		
Tuition Overrides		
<b>Calendar Page</b>	<b>Shift 1</b>	<b>Shift 2</b>
Transferring an Enrollment		
<b>Ledgers</b>	<b>Shift 1</b>	<b>Shift 2</b>
Email & Print Past Receipts		
Direct Debit Rejection Reasons		
Editing Charge Lines		