



# Krew Trainer: Instructions

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**Congratulations on becoming a 'Krew Trainer'.**

## **Pick Trainee**

1. [Click here](#) to select your trainee for the month. You are permitted from making contact with any of the potential trainees before or while making your decision, it must be a completely choice.
2. Send a message to the krew number with the name of your selected trainee
3. Wait to get your trainee approved and follow the basic duties.

## **Basic Duties (must do)**

1. Once your trainee has been approved, send the trainee a message letting them know that you are their selected trainer for the month and will be there to assist them. This message must be sent on the first working day of the month latest. See below for an example of a message to send. (A phone call is also an option).

**Ex.** Hi (name), my name is (name) and I am your krew trainer for the month. Any general questions you have or guidance you need I am here to assist you. Hopefully, we get to do some jobs together this month, but, either way you can always contact me if you need assistance.

2. Halfway through the month you must call / message checking up on your trainee. Discuss whatever the circumstances / talking point relating to the month are. If there's not been much work for them, reassure them that there will be busier times and to take reserve krew slots to get any urgent jobs that may appear.
3. At the end of the month when your trainer duties are done. Send a message about the month. Discuss whatever the circumstances / talking point relating to the month are. Like how it went on any jobs they have been on and how they are finding it so far. If there's not been much work for them, reassure them that there will be busier times and to take reserve krew slots to get any urgent jobs that may appear.

## **Advanced Duties (if applicable)**

- If you work with your trainee, make sure to be working as closely with them as possible. Let the Krew Chief or client know you'd like to worm with your trainee if split into groups and possible.
- Teach your trainee as much a possible on the jobs (i.e. How to use a pump truck, ratchet straps, how to pack a van on a removals job etc).

**Make sure to read the 'Rules & How it Works'. [Click here.](#)**

## **CAUTION**

- Do not contact your recruit about available jobs. We know if they are available and will be in contact with them like everyone else.
- If your recruit is not suited for the job, let the office know. This will be the only time you are able to choose a new recruit.
- If for whatever reason your trainee is terminated due to not being suited for the job, you will lose your bonus.
- You risk losing / having your bonus revoked by not following the 'Krew Trainers Instructions'.

Make sure you understand all the rules to avoid having your bonus revoked. Read more about 'Rules & How It Works' by [clicking here.](#)