

TS School Trainer Guide

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What is a TS School trainer?

A TS School trainer is an independent business or individual that Time Software appoints to train schools in the trainer's area.

Why become a trainer?

- You thrive on teaching and helping people in either a classroom environment or one-on-one.
- You are extremely patient and empathetic to your students.
- You enjoy continuously travelling to new places and meeting new people.
- You enjoy teaching a great product which you whole-heartedly believe in.
- You enjoy being your own boss.
- Upon completion of successful training, we pay you HALF of whatever we charged the schools for that training.

You fit the bill

Since you get paid the generous amount of HALF of what we get paid, you have to fit the bill for everything. This typically includes, but is not limited to:

- Printing and binding of training material
- Transportation costs
- Hotel costs
- Catering costs
- Venue costs (always try to train at the school itself to avoid this)



How to become a trainer

- You first need to get to know TS School really well.
- You need to know the training manual backwards.
- Only once you know you can teach TS School really well, must you contact us at training@ts-school.com.
- We will then set up an appointment for you to write tests on TS School (one written and one practical). You need to get 80% or over for BOTH to pass.
- We then we need to test your teaching skills.
- Only once we are satisfied, do you become an official trainer.
- You must have your own website and link back to us.

Your Own Company

You need to have your own company. Most people simply register a Close Corporation. You can get this done for around R300. You provide us with an invoice and we pay the money directly into your business bank account.

How much money can you make?

You make HALF of however much we charge the school less any expenses you incur. It's a lot of money. For our rates see: www.ts-school.com/Training.php

Assessment sheet

Upon completion of the training, you will be assessed as per the criteria of each Assessment sheet. The assessment sheet needs to be



formally signed and stamped by the school principal. You will only get paid if your training was at least satisfactory. Otherwise, you either have to retrain the school or we are going to have to get someone else.

The training session

- The school must supply us a list of all trainees.
- You need to make it clear to the trainees that they should contact training@ts-school.com should they have any comments on your training skills, the material covered or on any other matter. We will then keep you informed about what people are saying – good or bad. In this way any problems can be continuously corrected as and when they arise. It must be made clear to the trainees that silence on their part will be taken as satisfaction on their part.
- After the first day ask if anybody wants to assess
- Dress appropriately. Be very professional.
- Arrive in good time. We recommend 1 hour early. This gives you enough time to settle down and relax. If you are relaxed, the training session will go down so much better. If you are late, apologize for being late, but don't volunteer as to why, otherwise this shows that you don't accept responsibility and are looking for things to blame. Remember, there can be many *reasons* for being late, but not a single *excuse*. Only say why if asked or if the subject comes up. If you are going to be late (e.g. caught in traffic) you must phone ahead and in good time to prove that it is a legitimate reason.
- At the end of the training session we will get the school to get each trainee to fill out the assessment form with a signed school stamp on it. Failure on their part to do so will be considered by us to be that they are satisfied with your training. The school must scan and email all the assessments back to us. We will





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- then arrive at an overall mark and email you the results for your reference. Should the school be satisfied, you will then get paid. Should the school not be satisfied, you would either have to retrain or we would get someone else to do the training.
- Note that because the trainees can contact us at any time with any problem, we will not accept bad reviews if a problem was not ever reported. This prevents trainees from saying nothing and then surprising you (and us) with a bad review at the end of a training session (which could be months).



What you will need

1. Laptop
2. Projector
3. Business cards
4. Possible insurance

Laptop

You need your own laptop. Expect it to get dumped and knocked about a lot whilst on the road so protect it as much as you can!

Projector

Always have two spare globes.

Comb Binder

You will need a comb binder to bind your training manuals. Use a dark blue back card, a plastic cover and a black plastic binding ring.

Business Cards

You need to have an official TS School Trainer business card. We'll send you the card as a jpg file that you can give to your printer. Have only quality cards printed using one-sided full colour gloss coated 300gsm cards.

Possible insurance

Insure your equipment and take out travel insurance and other insurance where applicable. Always protect your equipment when transporting and always transport everything in your car boot.

