

Your First Class & Admin

Training After On-Boarding

You made it!

Congrats! You made it through the on-boarding process and now it is time for you to teach classes and positively impact the lives of seniors in your community!

The following slides will guide you through exactly what to do before, during, and after your first class.



Preparing for your first class

To prepare for your first class, please reference our [YouTube channel](#) which will provide you with many new exercise ideas from our network of trainers.

In addition, please review our [Senior Fitness Class Guidelines](#) for further advice on how to develop and execute a great class!



Traveling to your class

Prior to traveling to your first class, please check the appointment in Jobber for location and instructions.

Instructions on Jobber will detail the type of class that you will be teaching, details about the students in your class, and other administrative information (parking, point of contact information, etc.).

If you need extra help with Jobber, please revisit the [Jobber training manual](#).

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VISIT

Edit

Jun 4, 11:00 AM – 11:45 AM

45 Minute Chair Yoga Class

Tribute At One Loudoun
20335 Savin Hill Dr
Ashburn, VA 20147

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MARK COMPLETE

START TIMER

Info

Job

Client

Notes 0

Instructions

Hi Jules,

Shannon Pitre is the new activities director at Tribute at One Loudoun. She signed up for 2, 45 minute classes via Zoom on Tuesdays and Thursdays through June. Hopefully we can keep this schedule in perpetuity. This class will be done through Zoom, and Shannon will be in touch with you to provide you with the meeting code. The class will be demonstrated to both assisted living and Memory care. You will only be able to see the assisted living people.

Please let me know if you have any questions, and also feel free to contact Shannon in the contact information provided if you have any technical issues presenting the class via Zoom.

📅 Schedule

🕒 Time Sheet

🔍 Search

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Before your class begins..

1. Introduce yourself to the class with enthusiasm and energy and discuss what the class will entail
 - a. Introduction Example: "Hey everyone this is [your name] here, anyone new? Great! We are going to work on XYZ today... ready to go, lets go!"
2. Begin teaching an amazing class and GO GET EM'!



During your class..

1. Know your audience- Adapt your class to meet their needs. Please [click here](#) to learn more about the different communities that we work with.
2. Bring positive & good energy to the class- This is your opportunity to make their day! [Bring music!](#)
3. Keep it simple and fun and be patient. Stay seated. Provide encouragement!
4. Remember our mission- *To inspire people of all ages and backgrounds to live happier and healthier lives through fun, educational, and friendly fitness experiences.*



During your class..

Ask the Activities Director if you could get a picture of you teaching the class. Please make sure that everyone gives you permission to take their picture.

Pictures and video of your classes can be used to promote you on the website and social media and help to grow our brand. [Click here](#) for more details.



After your class..

1. Chat with the group for 1-2 minutes and build rapport and a professional relationship with them. Ask them for their feedback. Learn their names! Provide encouragement!
 - a. Conclusion: "Thank you guys for being here.. you did a great job! Can't wait to see you next week!"
 - b. Personal Training Clients: If a resident approaches you and asks for one-on-one personal training, please take down their information (phone number and email address) and forward along to scheduling@kevsgym.com. A member of our scheduling team will coordinate the schedule and set up billing.
2. Find the activities director and ask them for their feedback. Let them know that you enjoyed teaching the class and that you look forward to seeing them next time.
3. Mark the appointment complete in Jobber.
4. Send pictures and video (YouTube link) to socialmedia@kevsgym.com
(File Name: Name of Community-Date)



Get ready for your next class!

Great work! You did it! Now you are ready to repeat the process with your next class!



Administrative Information

E-mail Communication

scheduling@kevsgym.com: Send emails to this email address for anything scheduling-related. Have a question about when a certain class is scheduled for? Need to cancel a class due to sickness or inclement weather? Need to request a vacation?

payroll@kevsgym.com: Send emails to this email address for all billing and payroll-related communication. Please [click here](#) to learn more about how to get paid (i.e. the invoice submission process).

humanresources@kevsgym.com: Send emails to this email address for on-boarding/recruitment/independent contractor-related communication - Bi-monthly check-ins, assistance with administrative matters related to your independent contractor agreement with Kev's Gym, moving on to other opportunities, referring friends to work with Kev's Gym.

kevin@kevsgym.com: Send emails directly to Kevin if there is an emergency that needs to be addressed immediately. For example - You are unable to make an appointment without providing 24 hours notice. Also send a text in this case to (571) 206-8538.

socialmedia@kevsgym.com: Please send any/all social media content (pictures, videos, etc.) from your classes here.

Administrative Information

Missing an appointment

If you need to cancel your appointment, please provide 24 hour notice and submit a request via [this link](#).

If notice is not received 24 hours or more in advance, a \$5 fee will be assessed on your monthly invoice. If you miss an appointment without providing notice to Kev's Gym or to the client, a \$15 fee will be assessed.

If you are sick the morning of the appointment, or there is another emergency preventing you from giving 24 hours notice, please call the client (contact information found in Jobber), text us at (571) 206-8538, and email us at scheduling@kevsgym.com.

Administrative Information

No one showed up for my class!

If no one is present for your class, please let the receptionist know, and try to get in touch with the activities director (contact information is available in Jobber). If none of these options work, you can leave after 15-20 minutes. Please email scheduling@kevsgym.com to inform us of the attendance issue. Please mark complete and remember to bill Kev's Gym for the appointment at the end of the month.

Administrative Information

Client Communication

If the client would like to make any changes to the schedule, or frequency of bookings, please have them contact support@kevsgym.com. Please do not accept payment from the client. All payments will be processed through Kev's Gym. Please do not discuss scheduling or other administrative issues with the residents. Please do not sell anything to the residents (fitness services, merchandise, etc.) Please keep all communication between you and the client professional. Remember the client is always RIGHT!

Administrative Information

Personal Training

If a resident approaches you and asks for one-on-one personal training, please take down their information (phone number and email address) and send it to scheduling@kevsgym.com. A member of our scheduling team will ensure that personal training is allowed within the community, and if so, will coordinate the schedule and set up billing.

Administrative Information

Social Media

Please send a picture and/or video of you teaching the class along with the name of the community to socialmedia@kevsgym.com. (Videos should be provided in a YouTube link) Please confirm with the Activities Director that we have permission to post on social media and on our website. For more information please [click here](#).