

# TRAINEE PORTFOLIO FOLDERS

## 911 REALITY TRAINEE DOCUMENTATION

Our favorite feature of 9-1-1 Reality Simulation is the ability to document the learners progress in the lab training sessions. Real evidence of skills, growth and ability to move forward, retrain or let go will be gathered every session in the **Trainee Portfolio**.

Essential and valuable for trainees tracking their own progress as they gain skills and knowledge. Growth in confidence, voice and multi-tasking are supported by *real evidence*. *Self reflection and self evaluation are vital to growth*.

### 1) **INSTRUCTOR NOTES FOLDER** - Shows In A Folder On The Desktop If Used

Trainers create observation notes during the lab call. On 9-1-1 Reality, the Instructor Notes space on the admin screen is a free form box recording date/time/address of the call and 'observation comments' about the work (DOR). The CAD entry is observed on the second screen and the Trainer, acting as the caller, rates the work. The notes are labeled i.e. Cristy Domestic Call or Bill Radio Pursuit.

### 2) **AUDIO RECORDING FOR PHONE AND RADIO** - Shows In Two Folders If Used

The Trainer decides when to record a session or a call. On an Active Shooter Drill the trainee call taker recordings are extremely valuable, used in a classroom evaluation or individual work review. Voice, manner, control, confidence and tools of the trade for phone and radio are only evident in the actual demonstration of the work of 911 call taking or radio dispatch. The free Replay Recorder can be downloaded at our website OWNERS ROOM and installed on any computer for listening to the \*.rec files.

### 3) **STUDENT LOGS** - Documents Every Call In Every Lab Session

The log shows the date/time/ address of the call, length of the call. What call type and unit was selected for this call. The narrative and any additional information added on the call. The trainee can then proceed with the audio recording and the logs to their floor trainer. Great for comparison in the classroom to demonstrate consistency in the narrative. This is a huge benefit for the floor trainer to have actual evidence of skills, abilities, attitude and confidence.

