Leader Standard Work - OCWI Trainer

Month

Updated: 03/15/2021

Daily Activities	Week 1					Week 2					Week 3					Week 4					Week 5				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Review and respond to all incoming correspondence (email, phone, mail)																									
Review and assign reports																									
Carry out investigative activities																									
Update Investigator Kanban																									
Provide support to trainees (documentation, investigation activities, kanbans, etc.)																									
Review trainee documentation (assessments, court reports, etc.) and provide coaching																									
Provide investigations assistance to OCWI/field peers																									
Provide support to partners at ChildHelp																									

Day of week	Weekly activities	Week 1	Week 2	Week 3	Week 4	Week 5
	Facilitate trainee onboarding					
	Coordinate trainee training schedule/field days					
	Assist in updating unit visual management (Unit Huddle)					
	Facilitate Unit Huddle (on a rotating basis)					
	Update Supervisor Safety Kanban (as needed)					
	Ensure Investigator Kanbans (staff and trainee) are complete and provided to Manager					
	Complete evaluations for trainees and forward appropriately					
	Respond to requests for assistance from other OCWI investigators, OOC requests and field					
	Create and update countermeasures regarding investigative trainee performance					

Week of month	Monthly Activities	Status		Follow Up/To Do Items	For Who	Due Date	Done Date
	1:1 with Manager						
	Attend Trainer meeting						
	Participate in trainee phase transition meetings						
	Review and discuss trainee curriculum workbook, sign as needed						

Month of Quarter	Quarterly Activities	Status					

# of Month(s)	Annual/Bi-Annual Activities	Status					