Stages of Staff Development

Similar to white belt through Black Belt curriculum.

How to Utilize the Video Trainings on This Site
- Watch them all yourself
- Review the matching notes
- Assign Time for staff to watch the ones for their levels
- Split into 1-2 sessions
- Discuss and answer questions
- Take the quiz and review the answer with a teammate

Leadership Team
- Volunteer staff
- 14 years old and up
- May not be a Black Belt

Two primary responsibilities
- Attend Staff Meeting
- Assist 1-2 days per week

Getting started
- 3-6 month period
- Told from the beginning this is a trial basis
- Volunteers are not recommended as a long term solution

New Hires
- Probational Period
- Paid staff members
- Higher expectations for professionalism
- Greater understanding of how their actions reflect on the school

Junior Staff
- Assisting in classes 2-3x per week
- Part time staff member
- Responsibilities typically include
- Leading warmup exercises, walking the lines, holding targets, being a partner, shadow a group
- Eventually teaching curriculum to a smaller group
- Evaluated every 6-12 months for a raise
Stages of Staff Development

Senior Staff
• More experienced black belt instructor
• Likely teaching three or more days
• May lead entire segments of classes or larger groups
• Expected to skillfully handle larger range of student types
• More confident and capable of giving feedback to parents
• May be eligible to become Little Tiger head instructor
• May teach birthday parties
• May teach trial lessons
• Possibly interested in future career in TKD field
• Evaluated every 6-12 months for a raise

Front Desk Staff
• Responsible for all administrative needs of the school
• Organizes retail orders
• Entering in student information into school database
• Numerous phone calls to schedule and follow up on appointments and student attendance
• Works closely with school master/manager
• Evaluated every 6-12 months for a raise

Managers
• Generally a full time position
• In charge of student enrollment and renewals
• Also in charge of school marketing i.e., event booths, demonstrations
• May handle responding to parent questions/concerns
• Works closely with school master
• Evaluated yearly for a raise

Master/Head Instructor
• Generally a full time position
• In charge of student progress and development
• Responsible for parent communication
• Responsible for event promotion and participation
• Responsible for other instructor development
• Evaluated yearly for a raise

Remember: Hire for attitude, train for skill, give feedback DAILY, and as an owner take personally responsibility for the skills and performance of your staff!