

FOR REFERENCE ONLY

# **TwinJet Instructor/Evaluator Task Listing**

Task Name	References
<b>1.0 Instructor and Evaluator Techniques and Procedures Airman Manual</b>	Inst/Check Airman Manual
<b>1.1 Develop and maintain instructor and evaluator qualification</b>	FSM
<b>1.1.1 Maintain Professional Qualifications</b>	FSM
(K) Know annual proficiency requirements	FARs
(K) Know currency requirements	
(CS/MS) Maintain proficiency and currency in aircraft	
<b>1.1.2 Develop Instructor Skills</b>	FOTM
(K) Know adult learning styles	
(CS) Demonstrate understanding of non-verbal cues	
(CS) Recognize unsatisfactory student progress	
(CS/MS) Clearly communicate learning objectives	
<b>1.1.3 Develop Evaluator Skills</b> (See FAA 8400.10)	
(K) Know FSM tolerances Airman Manual	Inst/Ck Airman Manual
(CS/MS) Demonstrate knowledge of grading scale	
(CS/MS) Demonstrate ability to evaluate student performance	
<b>1.1.4 Develop CRM Skills</b> (See AC120-51E)	
(K) Know human factors	Inst/Ck Airman Manual
(CS) Understand communications skills	
(CS) Understand teambuilding principles	
(CS) Understand workload management	
(CS) Understand threat and error management	
<b>1.1.5 Develop AQP Skills</b> (See AC 120-54 and FAA 8400.10)	
(CS) Demonstrate knowledge of AC 120-54	
(CS) Demonstrate knowledge of the development process	
(CS) Understand performance based data collection	
<b>1.1.6 Conduct Classroom (Ground) Instruction</b>	FSM
(K) Understand adult learning process	Inst/Ck Airman Manual
(K) Know training syllabus and schedule	FOTM
(CS/MS) Manage classroom and learning environment	
(CS/MS) Deliver required content	
(CS/MS) Assess student learning and provide remediation, if necessary	
<b>1.2 Basic Instruction Skills</b>	FOTM
<b>1.2.1 Laws of Learning</b>	
(K) Know principles of learning	
(CS) Understand how to create a positive instructor/student relationship	
(CS) Understand potential learning process obstacles	
(CS/MS) Apply effective use of training aids	
(CS/MS) Perform student evaluation	
(MS) Manage the learning environment	
<b>1.2.2 Lesson Objectives</b>	
(K) Know training events	
(CS) Understand lesson plans	
<b>1.2.3 CRM and LOS Design</b>	
(CS) Understand how to integrate CRM	

Task Name	References
(CS/MS) Demonstrate knowledge of line-oriented training (CS/MS) Develop scenario for use in LOS	
<b>1.3 Data Gathering Procedures</b>	
<b>1.3.1 Completion of Forms</b>	
(K) Know what forms to use for each event (K) Know what to do with data collect forms (MS) Accomplish data entry (CS/MS) Accomplish 10,000 ft/climbing checks (MS) Communicate/coordinate with flight attendant(s) of “Sterile Cockpit” procedures	
<b>1.3.2 Grading Scale and Reason Codes</b>	
(CS) Understand the collection codes (CS/MS) Apply standards to the grading scale (CS/MS) Establish proper climb speed and thrust setting (CS) Ensure selected cruise altitude is within aircraft performance capability	
<b>1.3.3 Data Submission</b>	
(CS) Understand data collection (K) Know data submission procedures (CS) Demonstrate understanding of the importance of quality data	
<b>2.0 Academic Instructional Principles</b>	
<b>2.1 Trainer Facilitation</b>	
<b>2.1.1 Visual Aid Design and Usage</b>	
(K) Know operation of teaching media (K) Know value of using better visual aids (MS) Use visual aids in presentation	
<b>2.1.2 Course Objectives and Goals</b>	
(K) Know content and objectives of course material (CS) Understand and clearly present learning objectives (CS) Review lesson plans	
<b>2.1.3 Building Block Techniques FOTM</b>	
(K) Know building block techniques (CS/MS) Focus perceptions to guide learning (K) Know when to stop non-productive discussion	
<b>2.1.4 Time management</b>	
(K) Know when to stop non-productive discussion (K) Know when to use class breaks to amplify learning	
<b>2.2 Recognition of Learning Obstacles</b>	
<b>2.2.1 Effective Communication</b>	
(CS) Understand feedback (CS/MS) Clearly communicate expectations (CS/MS) Focus perceptions to guide main concepts	
<b>2.2.2 Recognize Unsatisfactory Learning</b>	
(K) Know obstacles that affect learning behaviors	

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Task Name	References
(CS) Recognize and guide learning to a positive out	
<b>3.0 Flight Training Instructional Principles</b>	
<b>3.1 Facilitating Pre-briefings and Debriefings</b>	
<b>3.1.1 Managing Pre-briefings</b>	
(K) Know briefing guidelines	
(K) Know roles of individuals	
(CS) Explain format of lesson	
(CS) Clarify technical and CRM objectives	
(CS) Emphasize safety considerations	
<b>3.1.2 Interactive Discussion</b>	
(K) Know principles of facilitation	
(K) Know how to encourage communication	
(CS) Discuss crewmembers roles	
(CS/MS) Include individual skills to pre-play simulator tasks	
(CS/MS) Monitor and respond to non-verbal communication	
<b>3.1.3 Media Usage</b>	
(K) Know training aids to be used	
(CS) Understand function of media used	
(CS) Use different media to enhance learning	
(MS) Select appropriate media for proper situation	
<b>3.1.4 Managing Debriefings</b>	
(K) Know techniques used for self-critique	
(K) Know effective communication	
(CS) Evaluate crew performance and expectations	
(CS/MS) Use questions to encourage and guide crew discussion	
(CS/MS) Encourage active participation	
<b>3.2 Flight Training Devices</b>	
<b>3.2.1 Operate Computer Assisted Training</b>	
(K) Know operation of equipment	
(CS/MS) Blend media to achieve desired result	
(CS/MS) Make proper entries to enhance computer displays	
<b>3.2.2 Use Cockpit Procedures Trainer</b>	
(K) Know seat specific requirements	
(K) Know operation and setup of FMS	
(CS/MS) Modify curricula to use degraded device	
(CS/MS) Use scenario-based procedures to enhance real-time	
<b>3.2.3 Operate Flight Training Device</b>	
(K) Know operation and setup of media	
(CS/MS) Demonstrate safety procedures	
(CS) Manage time with each crewmember	
(CS) Use proper checklist and examples	
(CS/MS) Modify training to ensure achievement	
<b>3.2.4 Operate Simulator</b>	
(K) Understand operation and setup of simulator	

Task Name	References
(CS) Create realistic operating environment in simulator (MS) Program scenario conditions (MS) Explain and demonstrate safety procedures, as appropriate (CS) Apply time management skills when conducting training (CS/MS) Modify lesson to enhance learning environment	
<b>4.0 Evaluator Principles</b>	
<b>4.1 Facilitating Pre-briefings and Debriefings</b>	
<b>4.1.1 Manage Pre-briefings</b>	
(K) Know briefing guidelines (K) Know roles of individuals (CS) Explain format of lesson (CS) Clarify technical and CRM objectives (CS) Emphasize safety considerations	
<b>4.1.2 Interactive Discussions</b>	
(K) Know principles of facilitation (K) Know how to encourage communication (CS/MS) Discuss crewmembers roles (CS/MS) Include individual skills to pre (CS/MS) Monitor and respond to non	
<b>4.1.3 Media Usage</b>	
(K) Know training aids to be used (CS) Understand function of media used (CS/MS) Use different media to enhance learning (CS/MS) Select appropriate media for proper situation	
<b>4.1.4 Managing Debriefings</b>	
(K) Know techniques used for self-critique (K) Know effective communication (CS) Evaluate crew performance and expectations (CS/MS) Use questions to encourage and guide crew discussion (CS) Encourage active participation (MS) Record AQP performance measurement data (MS) Complete appropriate forms	
<b>4.2 Flight Training Devices</b>	
<b>4.2.1 Operate Flight Training Device</b>	
(K) Know operation and setup of media (CS/MS) Demonstrate safety procedures (CS) Manage time constraints with each crewmember (CS) Use checklist and appropriate examples (CS/MS) Modify training to ensure achievements	
<b>4.2.2 Operate Simulator</b>	
(K) Understand operation and setup of simulator (CS) Create realistic operating environment in simulator (MS) Program scenario conditions (MS) Explain simulator safety procedures to students (CS) Manage time and pace of simulator instruction (CS/MS) Modify lesson to enhance learning environment	

Task Name	References
(MS) Record AQP performance measurement data (MS) Complete appropriate forms	
<b>4.3 Conduct Validation and Evaluation</b>	
<b>4.3.1 Conduct knowledge and systems validations</b>	
(CS/MS) Demonstrate knowledge of AQP Grade Scale	
(CS/MS) Demonstrate knowledge of proper forms	
(CS/MS) Demonstrate knowledge of oral and written examinations	
(CS/MS) Perform methodology for conducting validations	
(CS/MS) Apply time management skills when conducting validations	
(CS/MS) Demonstrate ability to identify substandard performance	
<b>4.3.2 Conduct Maneuvers Validations (MV)</b>	
(CS/MS) Demonstrate knowledge of AQP Grade Scale	
(CS/MS) Demonstrate knowledge of proper forms	
(CS/MS) Demonstrate knowledge of maneuver validation requirements	
(CS/MS) Perform methodology for conducting validations	
(CS) Apply time management skills when conducting MVs	
(CS/MS) Demonstrate ability to identify substandard performance	
(CS/MS) Perform debriefing and retraining, as necessary	
<b>4.3.3 Conduct Line Oriented Evaluations (LOE)</b>	
(CS/MS) Demonstrate knowledge of AQP Grade Scale	
(CS/MS) Demonstrate knowledge of proper forms	
(CS/MS) Demonstrate knowledge of LOE requirements	
(CS/MS) Demonstrate ability to properly initiate LOE scenarios	
(CS/MS) Perform methodology for conducting LOE	
(CS/MS) Apply time management skills when conducting an LOE scenario	
(CS/MS) Demonstrate ability to identify substandard performance	
(CS/MS) Perform debriefing and retraining as necessary	
<b>4.3.4 Conduct Line Checks</b>	
(CS/MS) Demonstrate knowledge of AQP Grade Scale	
(CS/MS) Demonstrate knowledge of proper forms	
(CS/MS) Demonstrate knowledge of line check requirements	
(CS/MS) Perform methodology for conducting line checks	
(CS) Adhere to line schedule timelines	
(CS/MS) Demonstrate ability to perform pilot duties in both seats	
(CS/MS) Demonstrate ability to identify substandard performance	
(CS/MS) Perform debriefing and retraining as necessary	
<b>4.4 Evaluator Continuing Qualification Training</b>	
<b>4.4.1 Review data performance trends</b>	
(K) Know significance of performance data trends	
(MS) Understand revisions on data collection forms	
(CS/MS) Demonstrate knowledge of collection tools	
(CS/MS) Participate in continuation training classes	
(CS/MS) Comply with AQP data collection procedures	
<b>4.4.2 FAA Observations</b>	
(K) Know requirements for FAA observations	
(CS/MS) Demonstrate proficiency in all phases of media	

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Task Name	References
(CS/MS) Demonstrate pre-briefing and debriefing requirements (MS) Record performance (MS) Complete forms (CS/MS) Attend FAA debriefing	
<b>4.4.3 Assess Technical and CRM Skills</b>	
(CS) Understand data collection form	
(CS) Understand technical reason codes	
(CS) Understand and apply CRM distracter concepts	
(MS) Complete AQP data collection forms accurately	
(K/CS) Understand the levels of technical skills	
(CS/MS) Differentiate the graded MV and LOE skills	
(CS/MS) Perform data capture for all events	