



## Vets2PM Instructor Guidelines for Onsite Training

### Our Mission

We help Military Veterans become Project Managers;

### Our Process

Using our knowledge, skills, and decades of experience to:

1. Inspire them with a clear, meaningful, lucrative end-state as a career Project Manager;
2. Train them to deliver project success and obtain project management credentials;
3. Prepare them for CIVDIV reintegration with professional resumes, interview skills, and social media savvy; and
4. Place them into meaningful, lucrative project management careers (to include project, program, and general management);

### Our Values

1. *Integrity* (our communications and interactions with others are always truthful, transparent, and clear);
2. *Commitment* (we always keep our commitments to our clients, customers, teammates, processes and systems, and company image and culture); and
3. *Excellence* (we constantly demonstrate responsibility, accountability, and ownership for all timely, accurate work products we produce) (standards).

### Our Vision

We will be the project management trainer of choice for the Military, DOD, and Veteran communities and we will be a leader in the National movement to help Military Veterans make a successful transition to civilian life after their honorable and dedicated service to our Country.

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- Instructor Checklist:

Please be sure you have access to the following:

- Payroll System- we will need you to be set up to pay you!
- Staff and Student Portal on Vets2PM site
- Instructor Availability Calendar- let us know when you are free to teach our awesome students!
- Get added to Vets2PM Instructor Slack Channel:  
<https://vets2pmworkspace.slack.com/archives/CRZ7VFBFD>

- Vets2PM Team Members:

Please note- everyone below is available to help in all areas, so when you are in a class, please feel free to text or call at anytime with any questions and we will be sure to get you an answer!

- Garrik Dennis- Lead Instructor | 706-573-0145 | [garrik@vets2pm.com](mailto:garrik@vets2pm.com)
  - Questions regarding curriculum, travel arrangements, MTS and/or Instructor Availability, etc.
- Dwayne Sowell- Director of Business Development | 210-901-1973 | [dwayne@vets2pm.com](mailto:dwayne@vets2pm.com)
  - Future onsite course scheduling, RIIP Program, etc.
- Jeremy Burdick- COO | 210-284-2103 | [Jeremy@vets2pm.com](mailto:Jeremy@vets2pm.com)
  - Student questions/concerns, shipping of onsite/online student materials, website questions, etc
- Cathy Miclat- Director of Career Services | 703-987-5360 | [cathy@vets2pm.com](mailto:cathy@vets2pm.com)
  - Resumes, job placement, potential placement partnerships, LinkedIn questions, etc.
- Steven Crane- Instructor/Curriculum Manager | 937-308-6941 | [steven@vets2pm.com](mailto:steven@vets2pm.com)
  - Curriculum updates, edits, questions, student mentorship, etc
- Kelly Wright- Director of Client Services | 317-847-7928 | [kelly@vets2pm.com](mailto:kelly@vets2pm.com)
  - Instructor access to Vets2PM materials, instructor invoicing and payments, credit card questions, and anything that comes up!
- Eric Wright- CEO/Founder | 317-414-8781 | [eric@vets2pm.com](mailto:eric@vets2pm.com)
  - VetStone

- **Master Training Schedule (MTS):**
  - Reference the MTS here:
  - The following information will be found in each event on the MTS and updated as information is available:
    - Course Start/End Date
    - URL for course event details and registration
    - POC Name, Email, Phone
    - Shipping address for student materials w/tracking
    - Total student bundles ordered
    - Venue address
    - Venue Capability
    - Private or Open course
    - Assigned Instructor
  - Green classes indicate that the class is a GO, travel can be arranged and materials will be shipped. Yellow classes indicate that the venue is set, event registration URL is created and we are actively working to fill the class. Red indicates a serious inquiry where we are holding that week for further development.
- **Instructor Availability:**
  - Coordinate availability with Lead Instructor and make sure availability is current.
- **Instructor Coordination Meetings (ICM):**
  - ICM's will be held as needed and may include:
    - Instructor assignment to courses
    - Updates to Vets2PM curriculum, course offerings, etc.
    - General survey feedback

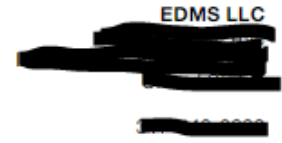
- Onsite Class Confirmed a GO!:
  - Once your designated class has been confirmed a Go (turned green on the MTS) you will receive the following:
    - Confirmation to book travel
    - Introduction email to the POC
    - Prepare to Manage Student Expectations:
      - Vets2PM offers the full package- PMP training, resume, ISW, job placement, etc. However, we do have courses with active units that are not transitioning in the near future, and do not have the additional items included in their course.
      - If a course is a PMP training only class, mention the additional offerings for the future, but keep focus on how the students can manage projects in their current situations to strengthen their organization.
  - Please reply to the intro email to the POC and confirm the following:
    - If the course is being held on base, confirm that you have the proper access to be allowed on base and/or initiate discussion for base access to be arranged through the POC.
    - If this is the first time visiting a venue, arrange to meet with the POC or venue manager the day before class starts to ensure you are prepared for the classroom set up before students arrive, if possible.
    - Vets2PM will confirm access to A/V, Wifi access, etc before the event takes place.
  - Booking travel:
    - When booking travel, Vets2PM asks that you follow GSA standards as a guideline. Those standards can be found at [www.gsa.gov](http://www.gsa.gov), click on “Per Diem Lookup” on the top right of the homepage.
    - Vets2PM offers a payable sustenance rate of \$50/day for full working days of training and travel.
    - If renting a vehicle, instructors are doing so under their own name. Typically, if you have full coverage insurance, you will be fully covered. However, if you have concerns about your coverage, please add in additional insurance offered by the rental company. If cost constructed, feel free to use Uber, Lyft, etc. and expense those fees, rather than renting a vehicle.
    - If you are traveling outside of the United States, Vets2PM will have purchased additional insurance coverage for you. If you are designated to teach a course outside of the United States (including bases out of the US), and have not been assigned a policy, please contact Kelly Wright immediately to get your additional coverage.
    - If you have booked travel for a class that is confirmed a GO and for any reason the trip needs to be cancelled, please contact Kelly Wright for guidance on a case by case basis.

- In the event that you are conducting training at a hotel conference room, Vets2PM will attempt to arrange a guest room for you while booking the event venue. Please be sure to confirm this before booking travel.

- **Preparing for Class/Class Start:**
  - 3 Days Prior to Class:
    - Ensure receipt of student roster, if not contact [dwayne@vets2pm.com](mailto:dwayne@vets2pm.com) .
    - Ensure you have most current curriculum downloaded to both your laptop and an external storage device (CD, hard drive, etc.) from the Staff Portal.
  - Day Before Class:
    - Meet with POC or venue manager, if possible, to access training room, confirm receipt of student materials, etc.
  - First Day of Class:
    - Confirm correct amount of student materials are on ground (each set of student materials includes 1 PMBOK 6<sup>th</sup> Edition and 1 Vets2PM Study Guide.
    - If there is a discrepancy in the amount of materials you have vs the amount of students, contact Jeremy and/or Kelly immediately- we'll get you covered!
    - Have students sign in on sign in sheet provided in student material package (3 sign in sheets included). Students will then initial for each day of class. Take a photo/scan of the day one completed sign in sheet, and upload to Slack Channel.
    - Confirm that students on provided roster and sign in sheets match.
      - There are times when a student will arrive for a class thinking that they have been funded for a class, but funding has not come through- this happens for a variety of reasons. Behind the scenes, the Vets2PM team is working to communicate the status of each individual student weeks in advance, but some slip through the cracks.
      - If there are students in class that do not appear as "Paid" or "Funded" students on your roster, have them contact Jeremy and/or AF COOL immediately to check status of funding-the student may stay in class the first day as issues are resolved, however, materials should not be distributed until the student has been confirmed as funded. Typically AF COOL will NOT fund once class starts, so the student may have to slide to the next course once properly funded.
    - After sign-in/roster confirmation, distribute student materials to confirmed students.
    - Confirm everyone has officially registered for class- this will set up their Student Portal access automatically for 1 full year. Encourage students to watch the video in the Student Portal that walks through the features of the Student Portal.
    - The paperwork drill is done, **HAVE AN AWESOME CLASS!**
  - During Class:
    - Have students sign in every day.
    - If a student has missed a day of class, let them know the topics they have missed for review in the OnDemand portion of the Student Portal. Ask if the student has any questions based on the reviewed OnDemand material, and if time permits, review the material highlights with them to ensure their understanding.

- No later than Thursday, let the class know a group photo will be taken Friday.
      - Students who want to participate need to be out of uniform per DOD guidelines.
      - Students are not required to participate
      - Upload group photo to Vets2PM Slack channel: <https://vets2pmworkspace.slack.com/archives/CRZ7VFBFD>
- Last Day of Class:
  - After all students have signed in for the day, upload completed sign in sheet to Vets2PM Slack Channel (<https://vets2pmworkspace.slack.com/archives/CRZ7VFBFD>) for end-of-course surveys to be completed.
    - Once we have confirmation of course completion, we will enter the completion date in our systems- this will automatically send a link for our end-of-course survey to be completed.
  - Upon completion of the survey, the student will automatically receive their Certificate of Completion for the course.
    - Once the survey is completed, the instructor and the training department will also receive a copy of the end-of-course survey.
  - If the opportunity arises, please take a video testimonial of any student that wants to give a great review of the class.
    - Vets2PM loves to share success stories, so please share these videos (easily recorded and shared from your phone) on the Vets2PM Slack Channel (<https://vets2pmworkspace.slack.com/archives/CRZ7VFBFD>) so we can acquire proper permission to share on social media and spread the word of how awesome of an instructor you are!
- Course Completion:
  - Prepare your invoice for Vets2PM and submit invoice and receipts to Jeremy Burdick ([jeremy@vets2pm.com](mailto:jeremy@vets2pm.com)) and Kelly Wright ([kelly@vets2pm.com](mailto:kelly@vets2pm.com))
  - Once approved by Jeremy, Kelly will submit payment via pay system.
  - If you need an invoice builder, <https://www.waveapps.com/invoicing> has been used and recommended. Please see example invoice on next page 9, which includes multiple courses delivered.
  - Please note that payable sustenance rate is \$50/day





**BILL TO**  
**Vets2PM, LLC**  
 Kelly Wright  
 P.O. Box 848  
 Melbourne, Florida 32902  
 United States  
 kelly@vets2pm.com

**Invoice Number:** 19060001  
**Invoice Date:** June 15, 2019  
**Payment Due:** June 25, 2019  
**Amount Due (USD):** \$7,740.40

Product/Service	Quantity	Price	Amount
<b>Training, Onsite</b> PMP Boot Camp Plus Instruction, per hour	80	\$50.00	\$4,000.00
<b>[REDACTED]</b> 10 days onsite, three full day travel	13	\$50.00	\$650.00
<b>Mileage (reimbursable)</b> \$0.545/mile - two round trip to MCO in lieu of parking	171.6	\$0.545	\$93.52
<b>Tolls (reimbursable)</b> Personal vehicle to/from MCO	2	\$3.32	\$6.64
<b>Airfare</b> combined; see receipts	1	\$933.30	\$933.30
<b>Lodging</b> combined; see receipts	1	\$1,212.26	\$1,212.26
<b>Rental Car</b> combined; see receipts	1	\$792.48	\$792.48
<b>Gas, Rental Car</b> combined; see receipts	1	\$50.74	\$50.74
<b>Class Supplies, Misc</b> Parking pass for DHHQ	1	\$1.46	\$1.46

**Total:** \$7,740.40  


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**Amount Due (USD):** \$7,740.40