

Leader-In-Training Checklist

The Leader/Mentor will include the Leader-In-Training (LIT) in all leadership activities including trip planning, logistical preparations, communication with participants prior to activity. The Leader/Mentor will give the LIT the opportunity to conduct all phases during the activity. The Leader/Mentor will be present at each step in the process to lend support and guidance.

If at any time the Leader/Mentor concludes that the trip is at risk (for safety or logistical reasons, or due to the inexperience of the co-leader or the participants), it is the Leader/Mentor's responsibility to step in and assist in redirecting the activity back into a positive situation.

Destination:		Date:	
Leader-In- Training Name:			
Leader/Mentor Name:			
LIT will be evaluated on the following tasks:		YES	NO
1	Pre-Activity – Planning:		
	a. Thoroughly researched and planned the trip route (may need to visit the site; has bailout plan, knows about seasonal weather conditions for the area of the trip)		
	b. Wrote the trip description per Chapter guidelines; discussed with leader/mentor and provided to leader for input on the AMC's online trips database and WS in timely manner		
2	Pre Activity – Communications:		
	a. Screened participants before the trip (phone; email) using topics and methodology from leadership training course		
	b. Clearly stated expectations such as distance, pace, terrain, ratings, expected weather		
	c. Specified required gear		
3	Day of Activity – Startup:		
	a. Arrived at meeting place early enough to greet and organize rides, gear, respond to individual's questions		
	b. Had required individual gear including medical kit, emergency telephone number for the specific location if not 911.		
	c. Checked participants for proper equipment at the meeting location		
	d. Provided appropriate information about day's plans and set expectations for time, breaks, speed; trip etiquette, and safety using "Trailhead Talk Topics" as guide		
	e. Explained AMC liability waiver and collected signatures		
	f. Conducted group introductions		
	g. Clearly designated leader and sweep		

4	During the Activity – People Management:		
	a. Set an appropriate group pace		
	b. Determined appropriate group breaks		
	c. Set a reasonable turnaround time		
	d. Observed participants for signs of problems during course of activity		
	e. Listened to participants concerns; encouraged participants in a positive manner		
	f. Was direct but pleasant when executing leadership role		
	g. Was not argumentative or abrasive if challenged		
	h. Consulted with/changed sweep arrangements as appropriate		
5	During the Activity – Technical Skill:		
	a. Demonstrated appropriate navigation / route finding skills		
	b. Had map and compass appropriate to activity		
	c. Included appropriate leave no trace principles		
	d. Instructed participants in safe techniques as appropriate (e. g stream crossings, steep descents...)		
	e. Attended to medical issue(s).		
6	Post Trip Activity:		
	a. Participated in debriefing with Leader/Mentor		
	b. Turned in Release Form to Outings Chair		
	c. Posted trip description on MH chapter website		
7	Leader/Mentor Recommendation:		
	Leader -in -Training meets chapter hiking leadership requirements		
	The Leader-in-Training requires more training (contact Leadership Chair to discuss further)		

Leader/Mentor Signature:
Leader/Mentor Comments (Please include the item number with your comment): >>