

Instructor Training Checklist

This checklist is meant for the instructor who is training a new team member to use the simulator and dispense flight sessions.

Preparation and management of the simulator (20 minutes)

- ☐ Take the key from the front desk (or key box)
- ☐ Turn the simulator on and off
 - ☐ Watch intranet videos if needed
 - ☐ Test the simulator before clients arrive
 - ☐ Do not pause the simulator for too long
- ☐ Turn off the room lights

Customer Reception (25 minutes)

- ☐ Welcome clients in the hotel lobby (or waiting room).
 - ☐ Verify the reservation (name, package type, duration).
 - ☐ Ask if the client has previous aviation experience to adapt the session
 - ☐ Ask the client about their expectations at the beginning to adapt the session

Briefing (30 minutes)

- ☐ Give the briefing
 - ☐ Explain safety rules inside the simulator (no food/drinks, do not touch non-designated equipment)
 - ☐ Present the general operation of the aircraft
 - ☐ Remind them not to hold onto the yoke/thrust levers to stand up.
 - ☐ With children, prepare a simplified briefing to avoid scaring them

Introduction to the Cockpit and Controls (40 minutes)

- ☐ Introduction to the Cockpit and Controls
 - ☐ Explain the main screens (PFD, ND, ECAM)
 - ☐ Thrust levers
 - ☐ Stick, Rudder pedals, Flaps, Speed Brakes, etc.
 - ☐ Autopilot
 - ☐ Overhead panel

Basic Notions (30 minutes)

- ☐ Basic notions
 - ☐ Speed, Altitude, Heading
 - ☐ Take-off procedure
 - ☐ Landing procedure

Personalization of the Environment and Animation of the Session (35 minutes)

- ☐ Environment Customization
 - ☐ Choice of airport
 - ☐ Flight conditions: Day/night, weather (clear, rain, fog, wind).
 - ☐ Scenarios and Failures (depending on package and client interest)

End of Session and Administrative (10 minutes)

- ☐ Animate the session
 - ☐ Encourage the client to ask questions.
 - ☐ Share anecdotes and interesting aviation facts.
 - ☐ Leave maximum control to the client while ensuring safety and smooth operation.
 - ☐ Manage time efficiently to cover client objectives
 - ☐ Return the simulator to correct status and reconnect the tablet.
- ☐ Forms
 - ☐ End of shift
 - ☐ Maintenance

Trainer signature: _____

Date: _____

Trainee signature: _____

Date: _____