



Course Outline

Day #1

Course Introduction (8:00 - 8:50 am)

- Instructor/Participant Introductions
- Course Goal and Objectives
- Course Schedule Overview
- Instructor Kit Distribution & Contents
- Instructor Record Booklet
- Instructor ID Numbers, Passwords and SafetyNet Access
- Instructor Certificate Overview

Authorized Person Instructor Guide (8:50- 9:20 am)

- Authorized Person (AP) Essentials and Comprehensive Course - Introduction & Scope
- Course Descriptions
- Course Outlines
- Course Duration & Class Size
- Course Certificates & Recertification Process
- Training Location & Material Requirements
- Course Delivery Checklist

10 Minute Break

Adult Education Principles (9:30 - 10:00 am)

- Instructor Preparations - First Impressions, Attitudes, and Motivation
- Student Learning Styles
- Self-Direct Learning (Socratic method)
- Developing your Personal Instructor Style

Lesson Planning (10:00 - 10:50 am)

- Lesson Plan Structure
- Using Lesson Plans & Instructor Preparation
- Students are assigned and prepare a short segment of the AP Comprehensive course for teach back.

10 Minute Break

Practice Teaching Sessions (11:00 - 12:00 pm)

- Students deliver their assigned course segment to the group.
- Instructor and student feedback provided after each teaching segment.

45 Minute Lunch/Break

Practice Teaching Sessions *(cont'd)* (12:45 - 1:30 pm)

- Students deliver their assigned course segment to the group.
- Instructor and student feedback provided after each teaching segment.

15 Minute Break

Content & Regulatory Review / Assessment (1:45 - 3:45 pm)

- Content review using small group challenge exercises and activities.
- Regulatory review of applicable regulations highlighted during Competent Person course
- Students complete the written assessment in Part A and B of the instructor record booklet (IRB).

Day 1 Summary (3:45 - 4:00 pm)

- Provide a brief overview of the next day's agenda.
- Assign students teaching segments for the final delivery assessment.



Course Outline

Day #2

**Skills Development
Delivery**
(8:00 - 9:30 am)

- Skills Development Session #1 - Harness Fitting & Partner Check
- Skills Development Session #2 - End-User Inspections
- Skills Development Session #3 - System Analysis
- Student groups are assigned a session to prepare and deliver to others.
- Instructor and student feedback provided after each teaching segment.

10 Minute Break

**Course
Administration**
(9:40 - 10:30 am)

- Administrative Guide Overview
- Instructor Certificate Validation & Recertification
- Electronic Presentation Updates & Access
- Obtaining Student Activations
- Theory Test Administration - Students complete Student Record Booklet (SRB) review exercise.
- Record Keeping Requirements
- 3M Safety Training Portal - SafetyNet
- Frequently Asked Questions (FAQs)

**Course Administration
Assessment**
(10:30 - 11:00 am)

- Students complete the written assessment in Part C of the Instructor Record Booklet (IRB).

10 Minute Break

Teaching Preparation
(11:10 - 12:00 pm)

- Review teaching assignments outlined during Day 1 summary.
- Students are provided an in-class opportunity to finish preparations for their final teaching assessment.

45 Minute Lunch/Break

**Course Delivery
Assessment**
(12:45 - 3:00 pm)

- Students deliver their assigned course segment to the group.
- Instructor records teaching assessment in Part D of the Instructor Record Booklet (IRB).

15 Minute Break

Day 2 Summary
(3:15 - 4:00 pm)

- Review Conditions of Training Certificate
- Complete Instructor Profile Information
- Discuss Day 3 Agenda



Course Outline

Day #3

- Competent Person Course Introduction**
(8:00 - 8:20 am)
- Competent Person Certified Instructor Course Overview
 - Additional Instructor Materials and Resources Distribution

- Competent Person Instructor Guide**
(8:20 - 8:50 am)
- Competent Person Course - Introduction & Scope
 - Course Description
 - Course Outline
 - Course Duration & Class Size
 - Course Certificates & Recertification Process
 - Training Location & Material Requirements
 - Course Delivery Checklist

10 Minute Break

- Workshop Delivery Overview**
(9:00 - 10:30 am)
- Workshop #1 - Anchor Points
 - Workshop #2 - Full Body Harnesses
 - Workshop #3 - Connector Compatibility
 - Workshop #4 - Vertical Systems
 - Workshop #5 - Horizontal Systems
 - Workshop #6 - Climbing & Positioning
 - Workshop #7 - Descent & Rescue
 - Workshop #8 - End-User Inspections
 - Workshop #9 - System Analysis

10 Minute Break

- Workshop Delivery Preparation**
(10:40 - 11:45 am)
- Student groups are assigned a workshop to prepare and deliver to others.
 - Instructor assists in the preparation process

45 Minute Lunch/Break

- Workshop Delivery Assessment**
(12:30 - 2:30 pm)
- Student groups deliver the assigned workshops
 - Instructor records teaching assessment in Part E of the Instructor Record Booklet (IRB).

15 Minute Break

- Curriculum Assessment**
(2:45 - 3:45 pm)
- Students complete the written assessment in Part F of the Instructor Record Booklet (IRB).

- Course Summary**
(3:45 - 4:00 pm)
- Review Conditions of Training Certificate
 - Post Course Action Plan