

## 4 STEP TRAINING PROCESS (Family/Home Version, LFC website)

**Principle:** Do every task in excellence as working for the Lord and not for man (Colossians 3:23).

**Procedure:** Train in excellence to do the task at 80-100% as well as you would then delegate, oversee and inspect often to make sure 100% of excellence is maintained!

**Steps To Follow Each Time A Person Is Being Trained:**  
(use clipboard checklist every time with all 4 steps.)

**1<sup>st</sup> Time:** They watch you while you explain what you are doing *and why* you are doing it.

*Showing clipboard list as you go! This is their reference point/safety net!*

**2<sup>nd</sup> Time:** They do it and you stay with them and watch the entire time to guide.

*Make sure they have the clipboard with them at all times!*

**3<sup>rd</sup> Time:** They do it on their own, and you inspect the work immediately after.

*If ready, move on to step 4, if not go back to step 1 and repeat steps 1-3.*

**4<sup>th</sup> Time:** Delegate / inspect work for quality every week/month, depending on the frequency of the task.

**Note:** Always train with documents/checklist in hand!  
Show them where they will be on the wall, so they can use them each time!

## 4 STEPS TO PROBLEM SOLVING

**Principle:** You cannot be a problem solver if you lose sight of the vision!

**Procedure:** All problems are solved by time, money & people.

**Steps To Follow When Problem Solving:**

**1<sup>st</sup> Step:** Default to principle after reviewing the vision!

**2<sup>nd</sup> Step:** Find a permanent solution and the root of the problem.

**3<sup>rd</sup> Step:** Make it duplicable (do-able without your presence)

**4<sup>th</sup> Step:** Get to the point (bullets/pictures/documents on **WALLS at all times!**)

## TIME MANAGEMENT

- Roll over principle – roll over anything that wasn't complete on your planner by the end of the day and roll over to the following day. (*Communicate this with your "team"*)
- Always allow 30 minutes for the "I didn't expect(s)".
- Plan ahead; get tasks done at least a week ahead of time whenever possible.
- Use your "team" **before** you get behind!
- Have an "incoming/outgoing" drop zone.