




OBJECTIVES







After completing this part, you will understand the following:



The professional standards being aimed for and in particular what is expected of you during the course with respect to:




 Presentation, which includes:



-  Personal hygiene
-  Attendance
-  General attitude
-  Time keeping
-  Grooming and dress
- 

Know what to do in order to gain maximum benefit from the course, including:



-  What you should be aiming for
-  How to go about your home study
-  What to bring with you when attending lessons



Watch this Film to understand the importance of this Part



OVERVIEW

SETTING THE SCENE

You have chosen what is considered to be one of, if not *the* best training course for Driving Instructors in this country. This part will help you prepare for it, and where you will benefit the most.

You have already had the opportunity to remind yourself the aim of Catz-i.com Approved Driving Instructor Training (ADiT).

You need to know what to look at, what your aims need to be, and what we can do together as a team. You need to be **‘plugged in’**.

Allow me to explain.

GETTING PLUGGED IN AND SWITCHED ON

You have electricity in your house. You will have several electric gadgets like a TV, a table lamp or a stereo. All of these items may be in good working order, but if you do not plug them in and switch them on, it stands to reason, they will not work.

If you do not plug yourself into the course and get switched on, you will not work as a Driving Instructor either! The power is there for you to use, and unlike your TV, which will always need to be plugged in to function, we hope that as you learn, you will gradually begin to supply your own power. In other words your own motivation to apply effort where it is required.

Study this part well; it is going to set the scene and the standard for everything that follows thereafter.



SELF ASSESSMENT

This really is a self-assessment, because it is not simply an opportunity to assess your knowledge of a subject you have just been studying, it is an opportunity for **you** to assess **yourself**.

This information is private and personal only to you. For it to be useful you must assess yourself with honesty – even if it hurts.


Look at the list of personality traits below. Assess yourself under the first heading: “**Presentation**” and rate yourself using the scale below, for example:

If you think you present yourself in a “Sloppy” manner, then circle or click '1', you may see yourself as average, for this you may consider yourself a '5' or '6', if you're a smart dresser and believe you have that area covered, then circle or click '10'.

You are rating yourself as you are NOW, being honest with your assessment of yourself will allow you to improve on low level scores, continue each category in the same manner as “Presentation” until you have made an unbiased assessment of your personality traits.

Example

Presentation: 1 being SLOPPY and 10 being SMART									
1	2	3	4	5	6	7	8	9	10



SELF ASSESSMENT TEST

Presentation: 1: SLOPPY10: SMART										
1	2	3	4	5	6	7	8	9	10	

Punctuality: 1: OFTEN LATE10: NEVER LATE										
1	2	3	4	5	6	7	8	9	10	

Attitude: 1: NEGATIVE10: POSITIVE										
1	2	3	4	5	6	7	8	9	10	

Organisation: 1: DISORGANISED10: ORGANISED										
1	2	3	4	5	6	7	8	9	10	

Work Rate: 1: LAZY10: WORKER										
1	2	3	4	5	6	7	8	9	10	

Your Score

Total	
-------	--

How did you rate yourself? Were you honest? Is there room for improvement? Add up the numbers you circled and put them in the 'Total' box. 5 being very poor, 25 being average and 50 being excellent, but highly unlikely. The ultimate aim is to get a green light across the board.

If you can assess yourself in an accurate and honest manner, it will serve you well as a top quality professional ADI.

THE FUTURE

As you go through the course you will learn that many things go in to make a top quality professional driving instructor i.e. various personality traits, talents and characteristics. As you discover them, write them on the next page and assess yourself in the same way as the previous page. If you discover that you are perfect, this will almost certainly indicate that there is something wrong.

There are many areas where we can all improve upon, here are a few examples of what you may already have or need to add to your personal portfolio that will make you a better driving instructor:

Interpersonal Skills:

- ✓ Effective Verbal Communication
- ✓ Active Listening Skills
- ✓ Reflecting
- ✓ Effective Speaking
- ✓ Clarifying your Instructions
- ✓ Building Rapport
- ✓ Politeness
- ✓ Tact and Diplomacy
- ✓ Persuasion and Influencing Skills
- ✓ Giving and Receiving Feedback
- ✓ Questioning
- ✓ Avoiding Misunderstanding
- ✓ Problem Solving
- ✓ Identifying and Structuring Problems
- ✓ Decision Making
- ✓ Positive Reinforcement

These are a few interpersonal skills you may have under your belt already, use the chart on the next page where you think you can improve upon, for example, Listening Skills: are you a good listener? Or do you tend to let your mind wander when someone is telling you something! Decision Making: You, as a qualified ADI, have to make the decision on the pupil's behalf, are they ready to sit their test! Timing is key in this area, too soon and the pupil may fail, too late and the pupil loses confidence.

Preliminary: Part 3

Decide what areas you believe you need to address, then work on them. There may be other areas not already mentioned, put in the last two *categories that you feel may be appropriate and personal to you, the question really is: What can you bring to this job, and what do I need to bring!

Verbal Communication									
1	2	3	4	5	6	7	8	9	10

Clarifying Instructions									
1	2	3	4	5	6	7	8	9	10

Active Listening Skills									
1	2	3	4	5	6	7	8	9	10

Politeness									
1	2	3	4	5	6	7	8	9	10

Tact and Diplomacy									
1	2	3	4	5	6	7	8	9	10

Persuasion and Influencing Skills									
1	2	3	4	5	6	7	8	9	10

Giving and Receiving Feedback									
1	2	3	4	5	6	7	8	9	10

Avoiding Misunderstanding									
1	2	3	4	5	6	7	8	9	10

*									
1	2	3	4	5	6	7	8	9	10

*									
1	2	3	4	5	6	7	8	9	10

TEST

LOOKING THE PART

Some aspects of becoming a professional can take a while to acquire, but some, like dressing correctly, can be achieved fairly quickly. Feel free to dress as you see fit for lessons, remember, when you are carrying out the part 3 training you are acting as the instructor. We strive to see you become a good instructor and also a professional ADI.

Dressing professionally is half way to being a professional. So try to always look the part. In the spaces below we have written some aspects you might find in a professional driving instructor, we have left blank spaces for you to write down elements that you think distinguishes someone as being professional, then in the space alongside tick the box where you feel you fit the bill and areas where you feel that you need to improve upon.

Professional Instructor Characteristics	Fit the Bill	Need to Improve
Professional appearance	<input type="checkbox"/>	<input type="checkbox"/>
Self-confident	<input type="checkbox"/>	<input type="checkbox"/>
Responsible	<input type="checkbox"/>	<input type="checkbox"/>
Patient	<input type="checkbox"/>	<input type="checkbox"/>
Relaxed manner	<input type="checkbox"/>	<input type="checkbox"/>
Punctual	<input type="checkbox"/>	<input type="checkbox"/>
Professional attitude	<input type="checkbox"/>	<input type="checkbox"/>
Approachable	<input type="checkbox"/>	<input type="checkbox"/>
Supportive	<input type="checkbox"/>	<input type="checkbox"/>
Good rapport	<input type="checkbox"/>	<input type="checkbox"/>
Knowledgeable (know your subject)	<input type="checkbox"/>	<input type="checkbox"/>
Outgoing	<input type="checkbox"/>	<input type="checkbox"/>
Create a comfortable atmosphere	<input type="checkbox"/>	<input type="checkbox"/>
Tactful	<input type="checkbox"/>	<input type="checkbox"/>
Observant	<input type="checkbox"/>	<input type="checkbox"/>



Go to Part 4

