Evolved Trainer Training Program

Section 1: Policies and Procedures Quiz

- 1) What are the 4 key points for training in the facility?
 - A. Be aware of your surroundings and keep space with the other trainers; Trainer's duty to un-rack, set up and re-rack all weight and equipment; Trainer must keep the facility clean; Trainer can wear any Evolved apparel provided
 - **B.** Be aware of your surroundings and keep space with other trainers; Trainer's duty to un-rack, set up and re-rack all weight and equipment; Trainer must clean all equipment before and after each use; Approved Evolved attire must be always worn
 - C. Keep space with the other trainers; Trainer's duty to un-rack, set up and re-rack all weight and equipment; Trainer must clean all equipment after each use; Approved Evolved attire must be always worn
 - **D.** Be aware of your surroundings; Trainer's duty to un-rack, set up and re-rack all weight and equipment; Trainer must clean all equipment before each use; Trainer can wear any Evolved apparel provided

2) What is the approved Evolved attire?

- **A.** Evolved Branded top with black, gray, or white pants. Leggings, sweatpants, golf pants, athletic shorts, and closed toe shoes. No sleeveless shirts or high rising shorts are allowed.
- **B.** Evolved Branded top with black or gray pants. Leggings, sweatpants, athletic shorts, and closed toe shoes. No sleeveless shirts are allowed.
- **C.** Evolved Branded t-shirt with black or white pants. Leggings, sweatpants, golf pants or athletic shorts. No high rising shorts are allowed.
- **D.** Evolved Branded top with gray or white pants. Leggings, sweatpants, golf pants, athletic shorts, and closed toe shoes. No sleeveless shirts or high rising shorts are allowed.

3) What are the training sessions policies?

- A. Training sessions start and end at the scheduled time unless otherwise dictated by the client.
- **B.** No phones or smart watches should be out, in pockets or in use during training sessions unless the Evolved App is currently being used.
- **C.** Do not sit at the manager's desk and do not congregate in the office while your client(s) is in the facility.
- **D.** Do not reschedule, cancel, or ask clients to change training days or times for you own convenience or personal gain.
- E. All the above
- 4) Do not sit or lay on equipment or gym equipment while in a training session.

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- 5) Do not talk about _____, ____, or _____ with or in front of clients.
 - A. Personal lives, politics, religion, or beliefs
 - B. Personal lives, politics, religion, or other training facilities
 - C. Personal lives, politics, religion, or topics deemed controversial or tension provoking
 - **D.** Personal lives, politics, religion, or payments
- 6) If you are the first trainer to arrive at the facility, what are the opening procedures?
 - A. Turn on all lights in the facility; turn music on to Evolved Playlist with appropriate volume set; turn on all fans; unlock all client access doors
 - **B.** Turn on all lights in the facility; turn music on to Evolved Playlist with appropriate volume set; turn on all fans; make sure bathrooms are fully stocked and in working order
 - C. Turn on all lights in the facility; turn music on to Evolved Playlist with appropriate volume set; turn on all fans; unlock all client access doors; make sure the facility is clean
 - **D.** Turn on all lights in the facility; turn music on to Evolved Playlist with appropriate volume set; turn on all fans; unlock all client access doors; make sure bathrooms are fully stocked and in working order

- 7) If you are the last trainer to leave the facility, what are the closing procedures?
- A. Turn off all lights in the facility; turn off music; turn off all fans; lock all doors when leaving
- **B.** Turn off all lights in the facility; turn off music; turn off all fans; lock all doors when leaving; put away any equipment that has been left out on the gym floor
- C. Turn off all lights in the facility; turn off music; turn off all fans; lock all doors when leaving; take trash out
- **D.** Turn off all lights in the facility; turn off music; turn off all fans; lock all doors when leaving; restock the refrigerator with bottled water
- 8) What do you do in an emergency or accident situation?
 - A. Activate the emergency action plan and call 911 immediately administer first aid and contact a manager or supervisor
 - **B.** Protect the individual from further injury
 - C. Maintain life or attempt to restore life
 - D. Comfort and reassure the individuals
 - E. All the above
- 9) Trainer should complete an incident report for every accident on the day and time it occurs, even if the injured person insists on not completing the report.

TRUE / FALSE

- 10) For trainer emergency or illness:
 - A. Trainer should immediately contact their supervisor about the situation.
 - **B.** At no point should a trainer leave a training session without first notifying superior.
 - C. Trainer should contact all clients.
 - **D.** A & B

11) Trainer Days Off Request Policy consists of:

- A) Submitting "Time Off Request" form a minimum of 7 days prior to the first day of time off request.
- **B)** Trainer should attempt to move clients to other times in their own schedule if possible. If not possible, trainer should attempt to get clients covered by a different trainer.
- C) Once all attempts have been made to have clients covered or rescheduled, trainer should submit "Time Off Request" form to mangers desk in designated location.

 Manager will review request for approval and take further actions if needed.
- D) All the above

12) What are the 3 factors of Evolved Communication?
 A. Professionalism; organization; protection from liability B. Professionalism; efficiency; protection from liability C. Professionalism; efficiency; competent D. Professionalism; proficiency; protection from liability
13) Refunds are prohibited at Evolved Personal Training. A client may receive a prorate if the sessions are not sued and a makeup session cannot be scheduled.
A. 50% B. 25% C. 75% D. 20%
14) When it comes to cancelations and bad weather, Evolved Personal Training runs on a late cancelation policy that applies to all calculations not related to bad weather, emergency situations or work emergencies.
A. 24-HourB. 12-HourC. 6-HourD. 48-HourE. 5-Hour
15) All trainers are representing Evolved through their online presence and should always conduct themselves professionally. Use of,, or is prohibited.
A. Video, images, or audio in or of Evolved Personal Training facility, clients, or intellectual property
B. Video, images, or audio in or of Evolved Personal Training facility, clients, or conceptual property
C. Video, images, or audio in or of Evolved Personal Training facility, clients, or cerebra property
D. Video, images, or audio in or of Evolved Personal Training facility, clients, or rationa property

16) Clients wishing to alter their training sessions requires a new contract to be completed.

TRUE / FALSE

17) A trainer can answer any pricing questions.

TRUE / FALSE

18) Termination forms must be completed by the trainer to remove client's card on file.

TRUE / FALSE

19) Documentation must be placed on the managers desk in designated area.

TRUE / FALSE

20) Trainers can park closet to the gym.

TRUE / FALSE

Answers:

- 1) **B**
- 2) A
- 3) **E**
- 4) TRUE
- 5) **C**
- 6) **D**
- 7) **B**
- 8) **E**
- 9) TRUE
- 10) D
- 11) D
- 12) B
- 13) A
- 14) **E**
- 15) A
- 16) **TRUE**
- 17) FALSE
- 18) **TRUE**
- 19) **TRUE**
- 20) FALSE