

Training Checklist

Name:

Date:

LAN Task:	Operating Systems:	Security:	Hardware Task:
Conduct monthly Inventory	Load Windows 7	Safety Brief	Install Hard Drive
Add PC to LAN	Load Windows Vista	Perform DRP	Install CD-Rom / RW
Daily LAN startup/shutdown	Load Windows XP	Perform Maintenance	Install CD-RW
Internet Connection Sharing set up	Load Fedora Client	System Configuration	Install Ram
Share folders and files	Load Windows Server	Perform a security Audit	Install Advanced Graphics
Install Printer	Load Ubuntu Server	Secure the LAN	Install PC Cards
Change printer Ink	Down/ load Drivers	Execute DRP	Install system board
Load App. Software	Load Run Virus Protection	Backup / Restore data	Make a IDE ribbon cable
Set VOIP/ headset/ camera	Setup client server net	Personnel Background check	Check input voltage
Install Fax machine	Create Active Directory	Safety Training	BIOS setup
Draw Network Diagram	Add objects to AD		Conduct PC Test
Add PC to Server	Setup MMC		Change Power Supply
Set Up a Router	Inventory LAN using MMC		Change out CPU fan
Use Disk Cleanup/Defragmentor	Setup System Monitor		Install Tape Backup
Make a LAN Power Diagram	Dual Boot Setup		Install Digital Camera
Size UPS and Backup Generator			Install CMOS Battery
Connect to VPN			Use Multi-Meter
			Solder board

Management Task	Office Task	Cabling	Evaluation Key	Total
Write Team Assessment	Answer Phone	Make Cat5/6 Patch Cable	Untrained	U
Write Self Assessment	Copier, Fax	Make Cat5/6 Crossover Cable	Beginner {less than 7}	B
Write LAN Project Statement	Presentations	Punchdown a keystone jack	Intermediate {Over 7 times}	I
Time Management	Take thorough messages	Make Telephone Cable	Expert {Trainer Qualified}	E
Write a Safety Statement	Proper Social Manners	Make Coax Cable		
Write Job Descriptions	Disposal of Information	Make a Fiber Optic Cable		
Daily Log	Type/ Send Business letter			
Weekly Meeting Minutes	Clean Workstation			
Write Training Plans				
Give Training Classes				
Supervise/ Train Technician				
Bulletin Board Announcement				
Research				
System Test Plan				
System Testing				
Implement New Ideas				
Write Evaluations				
Create List of Tasks				
Release a Schedule				
Weekly/ Monthly Reports				
Write Cost Estimates				
Negotiate Annual Contract for WAN				
Weekly Training Management Plan				
Daily Training Management Plan				
			Number of Expert tasks/ 122	

Application Software	Server Task	Additional Comments:
MS Word	Setup a CA Server	
MS Excel	Setup a DHCP Server	
MS Power Point	Setup a DNS Server	
MS Access	Setup a File Server	
MS Publisher	Setup a NAT Server	
MS Outlook	Setup a NTP Server	
Dreamweaver	Setup a Print Server	
Visual Basic	Setup a Server NIC	
C	Setup a SQL Server	
Java	Setup a VPN Server	
CAD	Setup a Web Server	
HTML	Setup an Exchange Server	