



*Training America's Water
and Wastewater Professionals*

HOW TO WRITE JOB TRAINING PLANS

Pre-filled Worksheets

[Instructions](#)

This document is designed to be used with the video series in the course How to Write Job Training Plans. At each step, your instructor fills in the document which is included for your reference below.

Step 1

General Training Category	Notes
Preliminary Treatment	
Primary Treatment	
Secondary Treatment	<i>This column is used to make notes to yourself about any special situations regarding a category that you want to make sure is incorporated into your finished plan.</i>
Secondary Clarification	
Disinfection	
Solids Handling	
Wastewater Math	

Step 2

Preliminary Treatment Training Topics	Notes
Key Words and Concepts	
Purpose and Function of Preliminary Treatment	
Bar Screen Operation and Maintenance	<i>This column is used to make notes regarding any special situations about a topic that you want to make sure is incorporated into your finished plan.</i>
Comminutor Operation and Maintenance	
Grit Chamber Operation and Maintenance	
Cyclone Separator Operation and Maintenance	
Odor Control	
Preliminary Treatment Safety	
Grit Removal Calculations and Records	

Step 3

Preliminary Treatment Training Topics	Knowledge or Job Skill
Key Words and Concepts	
References: Online Lesson – Preliminary Treatment MOP 11 – Glossary	Demonstrate an understanding of the following key words and concepts and how they impact plant operations:
	Comminution
	Detritus
	Grit
	Grit Classifier
	Hydrogen Sulfide
	Inorganic Waste
	Organic Waste
	Rack
	Screen
	Parshall Flume
Purpose and Function of Preliminary Treatment	
References: Online Lesson – Preliminary Treatment MOP 11 – Chapter 18	Demonstrate a thorough understanding of the function and purpose of the Preliminary Treatment Process. Include a brief overview of each component or sub-system that makes up our Preliminary Treatment Process.
Bar Screen Operation and Maintenance	
References: Online Lesson – Preliminary Treatment MOP 11 – Chapter 18 Plant Operation and Maintenance Manual	Demonstrate a thorough understanding of the Bar Screen Treatment Process by discussing the following with an Authorized Training Operator: What do screens remove from wastewater?
	How are screens cleaned?
	How often are screens cleaned?
	How are screenings disposed of?
	What problems are created when screens are not properly or regularly cleaned?
	Job Skill Demonstration:
	Demonstrate the proper procedures required for cleaning the plant bar screens.
	Demonstrate the proper disposal of screenings.

Step 4

Training Category	Specific Training Topics	Specific Knowledge or Job Skill Demonstration		
PRELIMINARY TREATMENT	Key Words and Concepts References: Online Lesson – Preliminary Treatment MOP 11 – Glossary	Demonstrate an understanding of the following key words and concepts and how they impact plant operations: <ul style="list-style-type: none"> • Comminution • Detritus • Grit • Grit Classifier • Hydrogen Sulfide • Inorganic Waste • Organic Waste • Rack • Screen • Parshall • Flume 		
	Knowledge Demonstration	Target Completion Date	Actual Completion Date	Verification Signature
	Purpose and Function of Preliminary Treatment References: Online Lesson – Preliminary Treatment MOP 11 – Chapter 18	Demonstrate a thorough understanding of the function and purpose of the Preliminary Treatment Process. Include a brief overview of each component or sub-system that makes up our Preliminary Treatment Process in your discussion.		
	Knowledge Demonstration	Target Completion Date	Actual Completion Date	Verification Signature
	Bar Screen Operation and Maintenance References: Online Lesson – Preliminary Treatment MOP 11 – Chapter 18 Plant Operation and Maintenance Manual	Demonstrate a thorough understanding of the Bar Screen Treatment Process by discussing the following with an Authorized Training Operator: <ul style="list-style-type: none"> • What do screens remove from wastewater? • How are screens cleaned? • How often are screens cleaned? • How are screenings disposed of? • What problems are created when screens are not properly or regularly cleaned? 		
	Knowledge Demonstration	Target Completion Date	Actual Completion Date	Verification Signature
		Job Skill Demonstration: <ul style="list-style-type: none"> • Demonstrate the proper procedures required for cleaning the plant bar screens. • Demonstrate the proper disposal of screenings. 		
	Job Skill Demonstration	Target Completion Date	Actual Completion Date	Verification Signature