Personal Training at Personal Best Fitness Center

Congratulations on becoming a part of the Personal Best Team! Below you will find some basic information regarding our process, policies and procedures.

We will do our best to promote you as a Personal Trainer. To that end, we will do the following:

- Post your photo / bio in plain view in the gym
- Post your photo / bio on the Personal Best website
- Promote you during tours with prospective gym members
- Feature you and our other trainers in our Personal Best monthly newsletter
- Anything else we can do to get you clients!

Starting Out:

Once there is a prospective new client, here's what happens:

- Interested client fills out Personal Training Form to identify client needs
- The front desk personnel will refer client to Jenn
- The front desk personnel will have client fill out
    - Personal Contract / Goals Form
    - Gym Waiver
    - Client Sign-on & Billing Form
    - Photo Release
    - Client Policies & Procedures

Your Prospective New Client:

So, here's where you come in. Be proactive!

- Jenn will refer clients to trainers. We will alternate trainers to give all trainers the same opportunity to succeed.
- Contact your prospective new client ASAP and introduce yourself. Start building rapport!

Training Your Personal Best Member / Client:

- Set up a meeting. Let your new client know that we offer an Initial Consultation **FREE** to the member / client. You'll be compensated at your normal Personal Training rate for this.
- Initial Consultation Paperwork includes the following:
  - PAR-Q
  - Medical Questionnaire
  - Lifestyle / Exercise Goals Questionnaire
  - Informed Consent

Training Your Personal Best Member / Client: (cont'd)

- Your next session will be your performance assessment. During this session, you should include evaluations of:
  - **Diet / Nutrition Analysis**
    (Basic food log review)
  - **Postural Assessment**
    (Static Posture, Dynamic Posture (Overhead Squat & Single Leg Squat)
  - **Muscular Fitness (Strength & Endurance)**
    (Pushup Test, Partial Curl-up Test, etc.)
  - **Cardiovascular Fitness**
    (3-minute Step Test, Rockport Walk Test, etc.)
  - **Flexibility**
    (Sit and Reach Test, V-Sit Test, etc.)
  - **Body Composition / Vitals**
    (Skinfold calipers, circumference measurements, Waist to Hip Ratio, BMI, etc.)
- At least ONE (1) time every 8-12 weeks, you will re-assess your client(s) using the above-mentioned assessments.

Documenting Your Client's Progress:

- Good recording keeping is crucial to your success (and your client's!)
- Your client's paperwork must be kept in a file at the front desk at Personal Best.
- That file folder should include:
    - Initial Consultation Forms
        - PAR-Q
        - Medical History Questionnaire
        - Exercise History Questionnaire
        - Informed Consent
    - Fitness Assessment Forms
        - Fitness Data Tracker
        - Postural Assessment Forms (Static & Overhead Squat)
    - Client Goals Form / Personal Contract
    - Copy of Client Agreement / Policies & Procedures
    - Copy of Gym Waiver
    - Copy of Photo Release Waiver
    - Personal Training Checklist

Documenting Your Sessions / Payroll Info:

- Your client can choose from several different agreements.
- If your client pays as they train, you must do the following:
    - Have your client pay at the front desk PRIOR TO each training session.
- If your client purchases one of the pre-paid packages detailed below, the process is as follows:
    - Tosha will create a monthly sign in sheet for the client.
    - Every time you train your client, you must have them sign in and verify that they've received the training session.
    - At the end of each month, Jill will invoice the client for the number of sessions trained that month. You will be paid each pay period for the number of sessions you trained within the given pay period.