**Order of events**

1. Receive 5-week plan from keepers.
2. Do Team leader flowchart & identify what is required moving forward.
3. Temporarily fill out “Lisa update form” & save to your computer.
4. Catch up with keeper if any changes are required to five-week plan.
5. Make any necessary updates to “Lisa update form”
6. Submit all forms to Lisa [Lisa update form & Five-week plans]
7. Over the following five-week period – catch up with keepers and problem solve.

**Team Leader Flow Chart**

1. Did keeper achieve their 5-week goals?
	1. If YES go to question 2
	2. If NO go to question 3
2. Can they achieve more over the next 5 weeks?
	1. If YES go to number 4
	2. If NO go to question 5
3. Do the keepers need to set lower goals, do we need to examine the amount of resources available or did we hit unexpected challenges?
	1. If we need to set less goals, do this for the next 5 weeks.
	2. If we need to examine the amount of resources available discuss this with Lisa.
	3. If we hit unexpected challenges, go to number 6.
4. Perfect, set a high amount of goals moving for the next 5 weeks.
5. If there was a way no matter how small or insignificant that way was that we could achieve more in the next 5 weeks, what would that way be?
6. Was the challenge because our animal was exhibiting behaviors we might label as undesirable, keepers are having challenges with their individual sessions\* or something else?
	1. If we are working with undesirable behavior use your FAID form and go to question 7.
	2. If keepers are having challenges with their individual sessions go to question 8.
	3. If it’s something else go to number 9. ­
7. Did using the FAID form help you come up with some solutions?
	1. If YES, factor solutions into ongoing training plan with keeper.
	2. If NO, use the brainstorming technique, ask Lisa and/or post a question in ATA community areas [FB group and/or fo­­­­rums].
8. Have you tried flow charts, practicing without the animal there and short sessions [max 10 repetitions & 2-minute-long sessions]?
	1. I have tried all of these things and we are still having challenges! Go to number 9.
9. Use the brainstorming technique, ask Lisa and/or post a question in ATA community areas [FB group and/or forums].

\* Some potential common challenges with individual sessions:

* Struggling to move onto next approximation.
* Animal not motivated
* The environment/antecedents/context is making it challenging to achieve success in our sessions.
* Something else…