



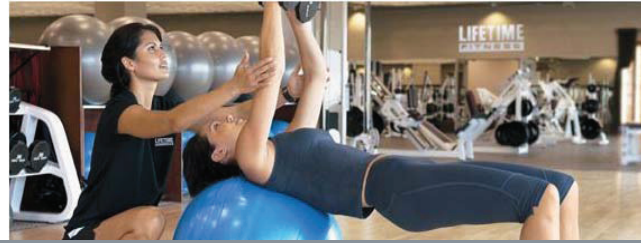
Personal Training
An Introduction to Life Time Fitness

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Our mission is to provide an **Educational, Entertaining, Friendly and Inviting, Functional and Innovative** experience of uncompromising quality that meets the health and fitness needs of the entire family.



Life Time Fitness Interview Process

Congratulations on being selected to participate in the Life Time Fitness interview process! Our process is designed to identify Fitness Professionals dedicated to joining our team of industry leaders.

The following information will assist you in preparing for the interview process.

How to Prepare:

Please review the following prior to your first interview:

- ✓ Job description
- ✓ Benefits summary
- ✓ Mission/vision
- ✓ Website

Please dress professionally.

What to Expect:

<p><u>Personal Training Department Head (PTDH)</u> One hour - in person</p>	<p>The PTDH will use the Targeted Selection interview style. He or she will ask you a series of behavioral or situational questions. For example: "Tell me about a time you had to deal with a difficult customer. What did you do and what was the result?"</p>
<p><u>Practical Evaluation</u> One hour – in person</p>	<p>The Practical Evaluation is comprised of three components: - Technical aptitude screening (tests basic knowledge) - Targeted Simulation (floor training exercise) -Sales Ability (measures sales aptitude & comfort with member interaction)</p>
<p><u>General Manager (GM)</u> One hour – in person</p>	<p>The GM will also use the Targeted Selection interview style. He or she will expect you to know and understand the Life Time Fitness mission and vision.</p>
<p><u>Regional Category Lead (RCL)</u></p>	<p>The RCL may wish to connect with you via phone or in person during or following the interview process. The RCL's role is to provide guidance, support, and additional resource to all team members within the Personal Training department.</p>

After the Interview:

The PTDH will contact with you within 48 hours of your interview to discuss next steps.

If an offer is extended and accepted, you will be asked to come in and complete new hire paperwork.

All PT team members will also complete PT Certification, which takes place during the 3rd week of each month.



Directions to Apply for a Position with Life Time Fitness

1. Go to Life Time Fitness's career site at www.lifetimefitness-jobs.com
2. In the search box, search for Personal Trainer and your desired location (e.g. **"Personal Trainer, MN"**)
3. Select the **"Personal Trainer"** position for the location of your choice.
4. Review the job description and click the **"Apply Now"** icon.
5. Enter the appropriate information in the "My Profile" window and click on **"Next"**.
If you have an account set up, log in with your username and password. If you forget this information, please select "Email my access ID".
6. Select **"Apply Online"**
7. Enter your login information and click **"Login"**. If you do not have login information, select **"New User."** If you forget your login information, please e-mail LifeTimeCasting@lifetimefitness.com
8. Enter your background information and click on **"Save & Continue"** (if applicable).
9. On the next screen make sure to note if you are applying to a specific club (if applicable).
10. Attach your resume and cover letter (if applicable).
11. Read through everything and then click on **"Submit"**.

Once an application has been submitted you should be contacted within 72 hours.

Thank you for your time and interest!



Position Description

Job Title: Personal Trainer (Level I)
Department: Personal Training
Reports to: Department Head
Direct Reports: None
FLSA Status: Non-exempt
Updated: June 2006

General Summary

Member of the Personal Training Team which is responsible for providing various personal training services that offer members programs to maximize workout efficiency, improve fitness, increase stamina, enjoy their fitness experience and improve overall sense of well being. Schedule and complete record keeping according to standard operating procedures.

Major Duties and Responsibilities

Member Experience

1. Develop safe, professional, exciting and comprehensive personal training programs to ensure clients are satisfied with their workout program and remain motivated to attain their personal fitness goals
2. Monitor and instruct clients during personal training sessions on the safe and effective use of cardiovascular, flexibility and strength training equipment
3. Educate members on current health and fitness issues and trends
4. Conduct fitness consultations for new clients including pre-participation screening, Medical History, Lifestyle questionnaire, and goal setting to assess and recommend personal training programs
5. Deliver personal training programs based on referring physician's instructions as required
6. Refer members to appropriate personal trainer level based on needs, when necessary
7. Complete and maintain accurate and current client files
8. Fulfill Member Service requirement, up to 25 hours per week– duties may include the following:
 - a. Fitness Assessments & Equipment Orientations
 - b. Service Desk
 - c. Facilitate Seminars
 - d. Fitness Equipment Cleaning

Sales & Promotion

1. Promote and sell personal training programs and services
2. Promote all Life Time Fitness programs, services and products

Financial & Budgetary

1. Responsible for achieving or exceeding monthly revenue and session goals
2. Develop and maintain a personal training client base
3. Maintain Business Development information

Managerial & Supervisory

1. Complete all administrative requirements associated with each client's fitness plan
2. Attend PT Department, "all club", and one-on-one meetings
3. Complete all assigned Life Time Fitness University courses
4. Remain current on certifications and new trends in the industry

Responsibilities of All Positions

- Support and articulate the Life Time Fitness mission statement
- Maintain a Healthy Way of Life
- Adhere to company policies and procedures
- Ensure cleanliness of the club using all 5 senses:
 - Sight to ensure club is neat and orderly
 - Sound to ensure music/sound levels are appropriate
 - Touch to ensure floors, countertops, etc are clean and dry
 - Taste to ensure food & beverages in the café are up-to-standards
 - Smell to ensure the club is fresh and odor free

Customer Service:

- Demonstrate positive attitude and actions through a display of courtesy, service, cooperation, hospitality, sensitivity, and professionalism to internal and external customers

Safety:

Safety responsibilities include:

- Comply with all company safety rules
- Use all required safety devices and personal protection equipment
- Report accidents and injuries to supervisor as soon as possible
- Notify department head of any unsafe acts or conditions as soon as possible
- Participate in safety training and safety inspections
- Suggest methods of preventing hazards to safety committee

Minimum Qualifications

Education:

- High School diploma or GED
- Four-year degree in kinesiology, sports medicine, or other related field preferred

Experience:

- One-year personal training experience preferred
- Program design experience preferred

Licenses / Certifications / Registrations:

Level I Personal Trainer

- Certified Personal Trainer (Minimum of One Certification)
- Lifetime Fitness Education
 - Master Your Metabolism (Training received during first week)
- CPR/AED certification

Knowledge, Skills, Abilities and Other Characteristics

- Ability to build relationship with members
- Excellent customer service and promotional skills; energetic, enthusiastic and motivational
- Ability to resolve conflicts in a professional, tactful manner
- Excellent interpersonal skills
- Extensive knowledge of fitness, cardiovascular training, nutrition and program design
- Knowledge of safe exercise techniques, and potential injuries and ability to handle emergencies
- Demonstrate exercises and adjust machine weights, free weights, and cardiovascular equipment
- Ability to multi-task and learn quickly
- Excellent time management and organizational skills
- Ability to operate a computer and office software, Microsoft Word and Excel

Language Ability:

Language Ability- Intermediate- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, clients, and other employees of the organization in English.

Note: This is not a comprehensive definition of this position. Position holders are expected to undertake any work that comes with the position's main objective. This position will be kept under review and may be changed at any time.

Math Ability:

Mathematical Skills- Intermediate- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply basic concepts of basic algebra and geometry.

Reasoning Ability:

Reasoning Ability- Intermediate Skills- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Technical Skills:

To perform this job successfully, an individual must have knowledge of Microsoft Word, Excel, Power Point, Microsoft Outlook.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires agility and the ability to perform an aerobic activity for the duration of a class. Bending and moving is done frequently. Physical activity will include standing, walking, reaching with hands and arms, climbing or balancing and talking or hearing more than 2/3 of the time sitting and stooping, kneeling, crouching or crawling. Lifting requirements are 50 pounds and occasionally up to 100. The vision requirements are close, distant, color peripheral, depth and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work is performed in an athletic club environment and exercise studio. The noise level is usually moderate to high.

Note: This is not a comprehensive definition of this position. Position holders are expected to undertake any work that comes with the position's main objective. This position will be kept under review and may be changed at any time.



Steps to Becoming a Personal Trainer

Pre-learning:

- Review Introduction packet.
- Score at a “Yellow/Green” level on the Personal Trainer Criteria Sheet

Application Process:

- Apply online
- Successfully complete the Personal Training (PT) interview process
- Attend and complete PT Certification (3rd week of each month)

Personal Trainer Criteria

1. Educational Background

- Red: No degree
- Yellow: Unrelated degree (degree is outside of the fitness field)
- Green: Related degree (degree is within the fitness field)

2. Certifications

- Red: No certification
- Yellow: Nationally accredited PT certification in progress*
- Green: One or more nationally accredited PT certifications (current)*

* Please see the “accepted certifications” outline for a list of current certifications accepted by Life Time Fitness.

2. Experience

- Red: No experience
- Yellow: Unrelated experience
- Green: Related experience (One-on-one training, program design, sales)

3. Q/A Rating (comfort level selling, coaching, evaluating, driving for revenue goals)

- Red: Not comfortable
- Yellow: Somewhat comfortable
- Green: Very comfortable



Our mission is to provide an Educational, Entertaining, Friendly and Inviting, Functional and Innovative experience of uncompromising quality that meets the health and fitness needs of the entire family.



Become a Personal Trainer with Life Time Fitness

Life Time Fitness is always looking for talented fitness professionals to join our team!

In order to begin the interview process, you will need to possess the following:

- A four year degree in a fitness-related field (e.g. Kinesiology, Exercise Science, Sports Medicine, etc.)

AND/OR

- A nationally recognized Personal Training certification

We accept the following Certifications:

American Council on Exercise (ACE)
www.acefitness.org

National Academy of Sports Medicine (NASM)**
www.nasm.org

American College of Sports Medicine (ACSM)
www.acsm.org

Cooper Institute - www.cooperinst.org

International Sports Science Association (ISSA)
www.issaonline.com

National Athletic Trainers Association (NATA)
www.nata.org

National Council on Strength & Fitness (NCSF)
www.ncsf.org

***NASM is our recommended certification*

National Exercise & Sports Trainers Association (NESTA)
www.nestacertified.com

National Exercise Trainers Association (NETA)
www.ndeita.com

National Personal Training Institute (NPTI)
www.nationalpersonaltraininginstitute.com

National Strength & Conditioning Association (NSCA)
www.nasca-lift.org

National Strength Professionals Association (NSPA)
www.nspainc.com

PTA Global – www.ptaglobal.com

Other certifications include: Charles Poliquin (Levels 1-5), Gary Gray Fellowship, Paul Chek (Exercise Coach & Levels 1-4), Medical Exercise Specialist, Muscle Activation Techniques, & Resistance Training Specialist

We appreciate your interest in Life Time Fitness!

Join our talent community! Please visit www.lifetimefitness-jobs.com





**Life Time Fitness
Benefits for Full-Time Team Members 2010**

Medical Insurance - Life Time Fitness' health insurance is modeled after some of the top health plans in the nation and is administered through America's TPA. There are two plans to choose from, a high deductible health plan with a very low premium, and a PPO plan with a slightly higher premium. You will spend less money in either plan if you see health providers in the network, which you may find at www.LifeTimeFitnessBenefits.com. Life Time Fitness pays a good portion of the cost of the medical plan so premiums are low, and an H.S.A is subsidized. Team members enrolled in the medical plan may use regular or mail order pharmacy. Mail order is a convenient, moneysaving way to fill prescriptions on a regular, long-term basis for those who need medicine for treatment of high blood pressure, arthritis, diabetes, heart conditions, etc.

Dental Insurance - Life Time Fitness' dental insurance is administered through Delta Dental. You can find Delta dentists by calling 1-800-448-3815. The plan will pay up to **\$3,000** per member per year. Orthodontia coverage is available for all. Team members are eligible for dental benefits the first day of the month, following 90 days of full-time employment.

Vision Insurance - Life Time Fitness's vision insurance is administered through UnitedHealthCare Vision, (formerly Spectera). You can find providers by calling 1-800-839-3242. The plan will pay for eye exams, as well as contact lenses or eyeglasses for you and your family. In addition, participants receive access to discounted refractive eye surgery.

Short Term Disability Insurance (STD) - Every full-time, benefit eligible team member may buy STD equal to 60% of his/her monthly salary at inexpensive, group rates. This insurance will pay you after you have been disabled 14 days from work due to illness or injury. STD covers 11 weeks of disability. You pay no tax on STD benefits received.

Long Term Disability Insurance (LTD) - Every full-time, benefit eligible team member may buy LTD equal to 60% of his/her monthly salary at low, group rates. The benefits for this insurance begin after 90 days of disability and may last up to age 65. You pay no tax on LTD benefits received.

Group Life/AD&D Insurance - Life Time Fitness pays for \$50,000 of term life, and accidental death and dismemberment insurance for every full-time, benefit eligible team member.

Voluntary Life/AD&D Insurance - All full-time, benefit eligible team member may buy additional life insurance (up to \$200,000) as well as accidental death and dismemberment insurance on themselves. Options also include spousal life insurance/AD&D up to \$50,000 and \$10,000 life insurance coverage for children. All are offered at low, group rates.

All full-time team members receive a Life Time Fitness membership, and discounts on personal training, Life Café, Life Time Fitness nutritional products, and LifeSpa services.

(This is a brief summary of the Life Time Fitness benefits. It is not meant to be a complete description. The master group policies and summary plan descriptions govern the plans; copies of which human resources can provide to you)



Pre-Tax Plan - Life Time Fitness offers benefit eligible team members the option to save tax money when paying for their premiums, and for daycare, medical and transportation expenses. Team Members may put aside up to \$2,500 per year for medical expenses, \$5,000 for dependent care expenses and \$230 per month for bus passes and parking in pre-tax dollars. There is a debit card for medical reimbursement enrollees so paper claims are lessened.

All full-time team members of Life Time Fitness earn paid time off (PTO) beginning when they become benefit eligible. You can earn up to 7 days of paid vacation per year, and the schedule increases as your years at Life Time Fitness increase.

Maternity Leave – 10 days of paid time off of work from the date of birth, or adoption or placement for adoption, to all female team members who are full time and eligible for the family medical leave act, (FMLA). To be FMLA eligible you must have worked for Life Time Fitness for at least 12 months and had at least 1250 hours in the past year prior to leave.

Full-time team members are eligible for up to three days of paid leave in the event of the death of an immediate family member.

Retirement Plan - Life Time Fitness has a 401(k) Plan that may match amounts team members contribute to the plan. Life Time's plan allows you save for your retirement on a tax-free basis. All contributions and earnings in the Life Time's 401(k) are not taxed, which allows your money to go further. You may enroll after six months at Life Time Fitness if you are age 21.

Employee Stock Purchase Plan - All team members who work for Life Time Fitness for at least six months and are age 18 or older may defer up to \$3,000 per year directly from their paycheck towards the purchase of Life Time Fitness stock at a discount.

Employee Assistance Program – this plan called LifeWorks offers confidential assistance with personal, legal, work, financial and other life issues on a 24 hours a day, 7 days per week basis. Call 888-267-8126, or www.lifeworks.com to get assistance anytime.

Adoption Assistance – Life Time Fitness will aid in the adoption of children by paying up to \$3,000 per family.

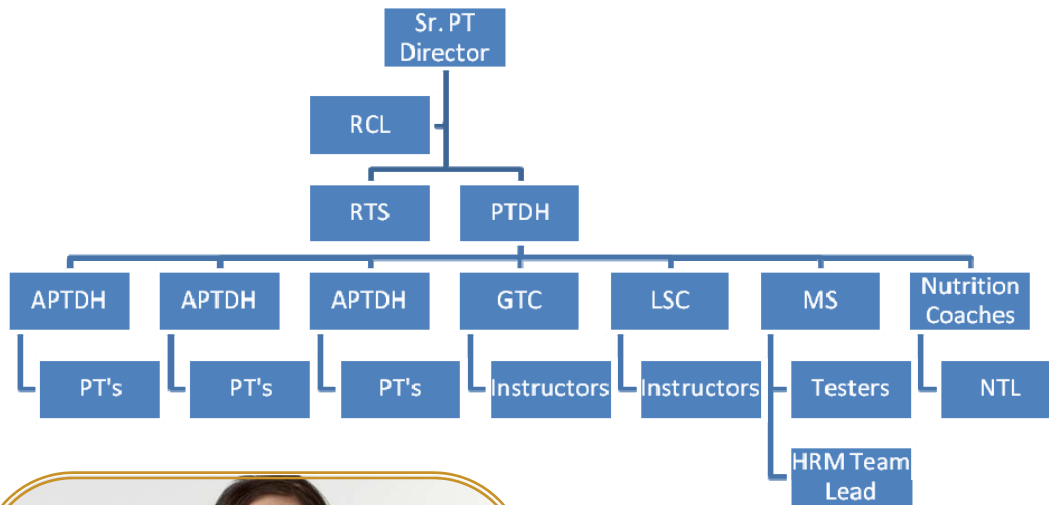
NOTE: In order to enroll or participate in health, life and disability insurance, retirement or pre-tax plans, the appropriate enrollment must be completed within 30 days of the team member's benefit eligibility date which in most cases is the first of the month following 90 days of hire. Medical and dental insurance benefits are discontinued at the end of the month of termination. If enrolled in medical or dental insurance at the time of termination, team members are offered the opportunity to continue this coverage as stated in the federal COBRA Act.

(This is a brief summary of the Life Time Fitness benefits. It is not meant to be a complete description. The master group policies and summary plan descriptions govern the plans; copies of which human resources can provide to you.)

Life Time Fitness Personal Training Team

Personal Training Club Organization Chart

With each role described below it is easy to see that the Personal Training department is a full service destination that offers something for everyone!*



Individual commitment to a group effort - that is what makes a team work, a company work, a society work, a civilization work."

~ Vince Lombardi

***Organization Chart Guide**

APTDH – Assistant Personal Training Department Head

GTC – Group Training (TEAM) Coordinator

HRM – Heart Rate Monitor Team Lead

LSC – Life Studio (Pilates) Coordinator

NTL – Nutritional Team Lead

MS – Metabolic Specialist

PT – Personal Trainer

PTDH – Personal Training Department Head

RCL – Regional Category Lead

RTS – Regional Training Specialist

Ultimately our clients determine if we are successful. They tell us that we are succeeding when they continue to see you and refer others to do the same.



Schedule Expectations

Personal Trainers are typically scheduled for a 50 hour work week.

Each week is comprised of the following (actual hours may vary)

- 13 hours of assessments/lead generation
- 12 hours of revenue generation
- 10 hours of Personal Training
- 5 hours of general administration/meetings
- 5 hours of “Healthy Way of Life” activities (personal workouts, etc.)
- 5 hours of lunch/breaks

Compensation

Personal Trainers are compensated based on their experience and education, as well as performance and length of time with Life Time Fitness.

The following chart outlines average compensation by level.

	Level 1	Level 2	Level 3	Level 4	Level 5
Annual Compensation - Personal Trainers	\$ 30,000	\$ 38,000	\$ 47,000	\$ 53,000	\$ 62,000

Annual Compensation – Management	Based on position - Compensation ranges between \$50,000 and \$100,000+ annually
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PT Levels Program

Personal Training Classification	I Fitness	II Performance	III Professional	IV Elite	IV Master
Education and Certification	<ul style="list-style-type: none"> Any advanced certification NASM CPT ACE CPT Cooper PFS, BRT, MFS 	<ul style="list-style-type: none"> NASM CPT (must be earned in first 6 months)** Minimum of 6 mo. With Life Time Fitness 	<ul style="list-style-type: none"> NASM and 1 Advanced Certification or equivalent education 	<ul style="list-style-type: none"> NASM and 2 Advanced Certifications or equivalent education or Asst PT Dept Head 	<ul style="list-style-type: none"> NASM and 3 Advanced Certifications or equivalent education or PT Dept Head
Life Time Fitness Education	<ul style="list-style-type: none"> Master Your Metabolism (1st week) New Hire Training 	<ul style="list-style-type: none"> Multi-Training System 90 day checklist 	<ul style="list-style-type: none"> 1 advanced Life Time Fitness certification 	<ul style="list-style-type: none"> 2 advanced Life Time Fitness certifications 	<ul style="list-style-type: none"> 3 advanced Life Time Fitness certifications
Productivity Requirement (includes all PT sales)		\$4,000/mo trailing three month average	\$6,000/mo trailing three month average	\$8,000/mo trailing three month average	\$10,000/mo trailing three month average

Advanced Certifications

- NSCA CSCS
- ACSM
- NASM PES or CES
- MAT
- RTS123 or Mastery
- CHEK Exercise Coach or Levels 1 - 4
- PEAK Pilates

Health and Fitness Degrees

- BA/BS (equivalent of 2 Adv Certs.)
- MS (3)
- PhD (4)
- RD (2)
- Athletic Trainer (2)
- Physical Therapist (3)

Advanced LTF Certifications

- RS 200 & 400 exams
- Metabolic Testing
- O2 Training
- Team Weight Loss or Team Fitness Certified instructor



LIFETIME[®]

FITNESS

OUR MISSION

Our mission is to provide an *Educational, Entertaining, Friendly and Inviting, Functional and Innovative* experience of uncompromising quality that meets the health and fitness needs of the entire family.

OUR VISION

To be a Premier Employer by making every team member more valuable each year while *Building and Expanding* a Macro Healthy Way of Life Company and Brand that is respected and coveted by *Customers, Vendors and Competitors*.

HEALTHY WAY OF LIFE TRIANGLE

Exercise

Category-redefining health and fitness centers, services, products and athletic events

Education

Healthy Way of Life educational products and services

Nutrition

Uncompromisingly safe and effective nutritional products



Highest Possible Quality at an Exceptional Value