



CFI Bootcamp
Flight Instructor Training

Second Edition

CFI Workbook

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Mike Shiflett



CFI Bootcamp, LLC. Miami Beach, FL. 33139

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Second Edition

By Mike Shiflett

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The purpose of this book is to provide information on flight training. The user of this information assumes all risk and liability arising from such use. Neither the publisher nor the author can assume responsibility for the operation of an airplane or the safety of its occupants.

CFI Bootcamp, LLC.

429 Lenox Ave. Miami Beach, FL 33139

Website: www.cfibootcamp.com

Email: info@cfibootcamp.com

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Mike Shiflett's Aviation credentials and experience are as follows:

FAA Certifications

Airline Transport Pilot Certificate – Airplane Multi-Engine Land. CE-525 Type rating

Commercial Pilot Privileges: Airplane Single Engine Land and Sea

Flight Instructor Certificate – Airplane Single and Multi-Engine Land, Instrument Airplane

Former FAA Designated Pilot Examiner – Recreational – ATP including Initial CFI, CFII, MEI

UK Certificates

Commercial Pilot – Airplane Single Engine Land

Former UK Flight Examiner for Private Pilot and IMC ratings

Mike has amassed over 16,000 hours of which most was in general aviation aircraft. He also administered around 3,000 practical tests (Checkrides) for the FAA.

Mike has authored numerous courses used by top flight schools and Universities in his previous company. At CFI Bootcamp he authored all the course content including 42 hours of video, 10 books used by students at CFI Bootcamp and has been featured in many aviation media organizations. He has also presented at EAA Airventure – Oshkosh, WI, Sun-n-Fun and Aviation conferences as a speaker. He also produced a Podcast "Flight Training the way I see it", and has a weekly webinar called "The Power Hour". The CFI Bootcamp website has links to the webinar and previous Podcasts.

He continues to innovate in the aviation industry and is particularly focused on creating courses and training materials to produce better flight instructors.

Mike currently lives in both San Jose, CA and more often in Miami Beach, FL. He flies from the Opa-Locka airport just north of Miami International.

INTRODUCTION

This is the second edition of the Flight Instructor's Workbook. It is used in the Live and online course at CFI Boot Camp located at the Palo Alto Airport in Palo Alto, California and at Opa-Locka Executive Airport located in Miami, Florida. It is also widely used by flight schools and independent instructors that train initial flight instructor applicants.

This workbook is intended to fill in the blanks in the areas of knowledge a person studying for their Flight Instructor Certificate must know and master.

Most of the available training materials for Flight Instructor training are centered upon giving you information with some limited quizzing. Other efforts include oral exam guides filled with questions, answers, explanations and cited references.

This workbook is meant to provoke thought and consolidate information that you have learned and are learning. In most chapters there will be study questions that should be answered as you read a particular chapter in a book or watch a video. Also, in some chapters, you'll find scenario-based questions. Finally, in every chapter, there are multiple-choice questions to assess what you have learned. You'll also find word-matching exercises, to wire the right order of things in your brain, and crossword and word puzzles to help build your vocabulary and understanding in key areas. The scenarios and questions in the Fundamentals of Instructing chapters are oriented to align with the Aviation Instructor's Handbook chapter by chapter.

No matter where you are studying, which flight instructor you use or what other courseware you are using, this workbook will help you understand and re-enforce what you are learning and what you know.

The first edition of this book was finished while I was visiting Coos Bay Oregon sitting in an RV in a marina called Charleston. It's a working fishing town, and I was there waiting for a very bad storm to come and go over the next day and a half. The storm came and went, and I finished the workbook.

This second edition is a major milestone in our company. We realigned it to fit the new Aviation Instructor's Handbook, reindexed the references to the questions, checked to see the questions were still valid, and so on. I also wrote a new chapter, Risk Management, as it is now chapter one in the new FAA handbook.

One significant change is that all of the questions have places for you to answer if you are using a computer, iPad etc. The assessment questions can be graded, and you'll see your score and what was correct and incorrect, all without an internet connection.

This workbook can be used by anyone studying to become a CFI. For us, it's an integral part of our online course.

I hope you find this super helpful in getting through the technical content and fundamentals of instructing for your flight instructor certificate.

If you find any errors or have any comments or suggestions, please send them to me directly at mike@cfibootcamp.com.

Mike Shiflett – Miami Beach, FL – Feb 24, 2022

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CHAPTER 1 – RISK MANAGEMENT

INTRODUCTION

This chapter contains study questions, and assessment questions. Use the study questions to help you concentrate on the reading material. Work through the study questions as you read the chapter. When you're done reading the chapter and have completed the study questions proceed to the scenarios. Do the assessment questions last to see how you understand this chapter.

RISK MANAGEMENT: STUDY QUESTIONS

1. How do I use risk management checklists and processes before and during flight?
2. What parts of total risk management do I already perform?
3. What is the difference between the 3 model and the 5P checklist?
4. How can I teach risk management to my students?
5. How can I grade how well a student is implementing a risk management strategy?

RISK MANAGEMENT: ASSESSMENT QUESTIONS

1. Where is the PAVE checklist used in risk management?
 - A. During flight.
 - B. After flight.
 - C. During flight planning.
2. What are the components of the 3P model?
 - A. Perform, Process, Proceed.
 - B. Perceive, Process, Perform.
 - C. Perceive, Perform, Process.
3. What is the main difference between a risk and a hazard?
 - A. A risk is a future impact of a hazard that is present.
 - B. A risk is a hazard that will happen.
 - C. A risk and a hazard are the same thing.
4. What are the recommended number of times, using SRM, that 5P checklist should be performed for preflight and during flight?
 - A. Once for preflight and once during flight.
 - B. 5 times for both preflight and during flight.
 - C. No recommended number of times is stated.
5. What group of pilots tend to be the most susceptible to operational pitfalls?
 - A. Low time pilots.
 - B. Experienced pilots.
 - C. There is no appreciable difference in pilots who make operational pitfall.
6. What do the key principles of ADM include?
 - A. Risk management, Situational Awareness, SRM.
 - B. Risk management, SRM.
 - C. Risk management, Situational Awareness, and conformance to an SOP.
7. Which of the 5 hazardous attitudes causes a person to believe that they can just do it?
 - A. Invulnerability.
 - B. Impulsivity.
 - C. Macho.
8. ADM can be best evaluated by using which technique?
 - A. Creating scenarios.
 - B. Using Maneuver based training.
 - C. Giving multi-choice type tests.

9. An SRM grade of explain would be given to a student that exhibits what level of performance?
- A. The student can do the task but requires some error correction and coaching.
 - B. The student can do the tasks without error and without instructor guidance.
 - C. The student needs to be prompted to be able to identify risks and make decisions.
10. What is the correct order of implementing a risk management process?
- A. Identify the hazard, assess the risk, and mitigate the risk.
 - B. Identify the risk, assess the hazard, and mitigate the hazard.
 - C. Assess the process, choose the risk management tool, and implement that tool.

CHAPTER 1 - RISK MANAGEMENT - ANSWER KEY**ANSWERS TO STUDY QUESTIONS:**

No.	My Answers	Correct Answers
1.		Use the PAVE checklist prior to flight to assess and mitigate any risk while still on the ground. Use the CARE and TEAM checklist when evaluating a hazard that occurs in flight to determine the risk.
2.		Most pilots check the weather and conduct a preflight. It's now common for most pilots to integrate the PAVE checklist into their routine flights, especially if flying in a familiar area.
3.		The 3P model is what to do to start managing risk in flight. Perceive, Process, Perform. The 5P checklist is how to implement a risk mitigation.
4.		By starting every flight with a briefing on the risks using the PAVE checklist and practicing emergencies in the airplane using the CARE and TEAM checklists.
5.		Using an authentic assessment, not a grading scale. Use a rubric such as Describe (Knows the components), Explain (Can explain how to do it), Practice (Can do it but needs assistance or coaching), Perform (Can do it without assistance).

MY SCORE TO ASSESSMENT QUESTIONS:

What percentage you answered right:

My Score:

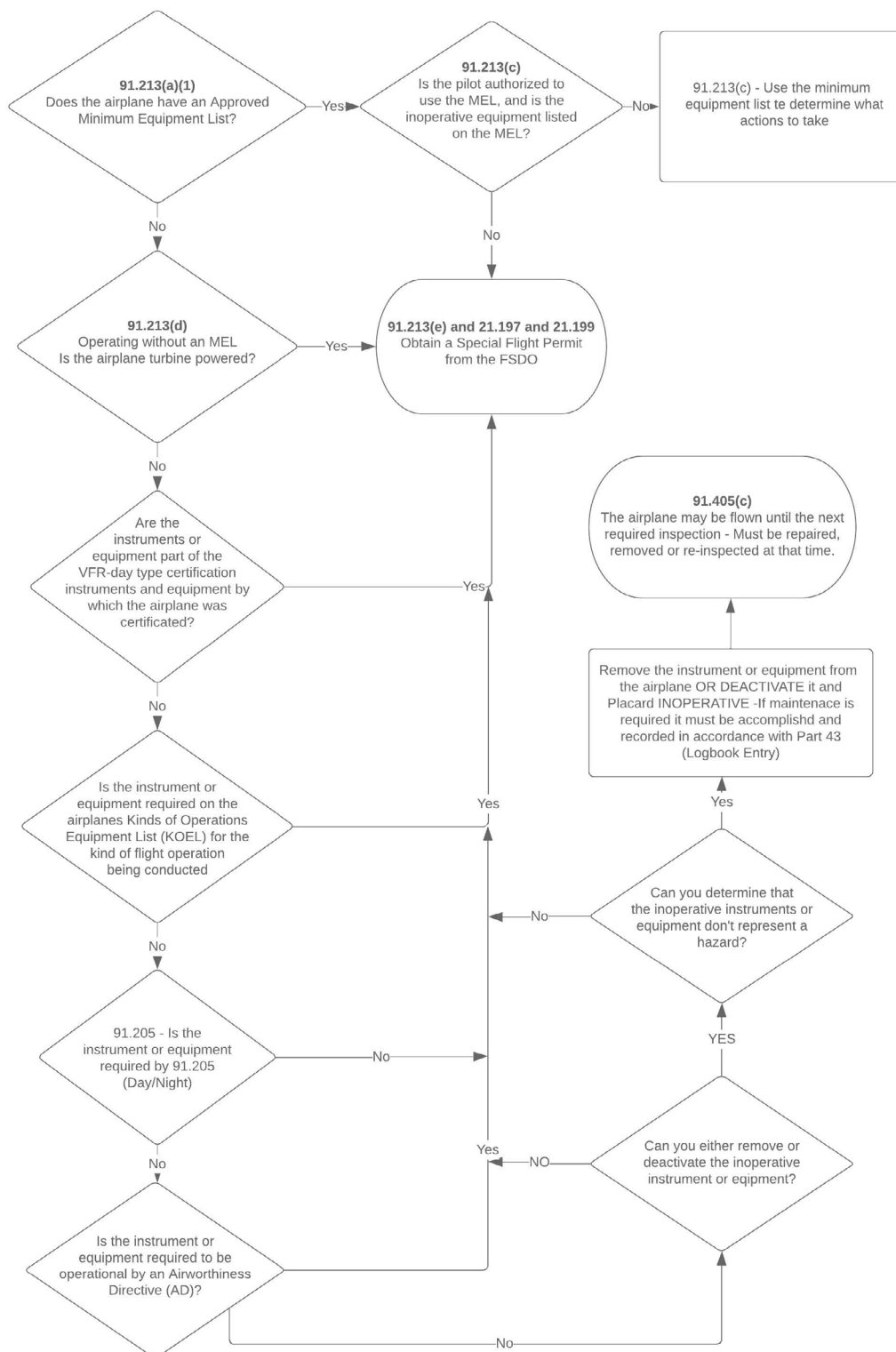
ANSWERS TO ASSESSMENT QUESTIONS:

No.	My Answers	Correct Answers	References
1.		C	(Ref: 1-4)
2.		C	(Ref: 1-11)
3.		A	(Ref: 1-3)
4.		B	(Ref: 1-18)
5.		B	(Ref: 1-14)
6.		A	(Ref: 1-19)
7.		C	(Ref: 1-22)
8.		A	(Ref: 1-27)
9.		C	(Ref: 1-28)
10.		A	(Ref: 1-3)

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