

# FTM Procedures

## For Staff in PD

How the *First Thing Monday Report* Works

Here is the system we have found makes the best use of the important First Thing Monday (FTM) report:

1. Person being coached sends FTM as a Word document attachment to *only* PD Coach on the Monday it is due. **Please do not send FTM reports in any other format.**
2. Coach adds comments and sends back to person being coached with copies to the DFD, RFD, local supervisor, and local accountability partner(s).
3. After the DFD has had a look, he may also comment back to the person being coached and copy the PD Coach.
4. FTMs are due on the following dates:

**September 14, 28**  
**October 12, 26**  
**November 9, 23**  
**December 7\***  
**January 4, 19, 2021, etc.**

5. In addition to your PD Coach, the DFD is always available for your questions and concerns!

***\*no report due during Christmas week***

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