

FTM Procedures

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 PD Coach only 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:
December 3 (First FTM report due to your PD Coach. We take a break from FTM reporting but not from PD for the rest of December.)
January 7 (This FTM will cover all PD activity since the 12/3/18 FTM.)
5. In addition to your PD coach, the DFD is always available for your questions and concerns!

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