

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 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:
April 29
May 13, 28 (Tues.)
June 10, 24 (no report due if attending ISI's National Conference)
July 8, 22
August 5, 19, etc.
5. In addition to your PD Coach, the DFD is always available for your questions and concerns!

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