Procedures for Submitting MENTOR COACH Logs to Fidelity Coaches

1. **Identify at least two individuals to coach** and conduct observations at least twice a month for each person. You do not need to observe the coachee with the same family each time.

2. **Plan a follow up coaching conversation with each coachee** within a day or two of the observation, each time to make an observation. Use the Coaching Blueprint and the Coaching Plan to organize your thoughts prior to the conversation.

3. **Choose *one* of these interactions to write your MASTER COACH log.** You don't need to choose the same coachee each month. Choose the interaction you want help analyzing or the one that best showcases your progress, or the one you have questions about.

4. **Write a transcript of your conversation with *one* of the individuals you are coaching on the MASTER COACH electronic coaching log template and code in the Master Coach columns.** Remember to completely code your log and write about your reflections on your conversations in the notes column.

5. **Email your MASTER COACH electronic coaching log AND the Coaching Plan for that conversation to your assigned Fidelity Coach** at least one week prior to the date of your monthly follow-up meeting with your Fidelity Coach and others in your group.

6. Your fidelity coach will return the log to you prior to the scheduled meeting so that you have time to review it and think about the feedback you have gotten.

7. After your group conversation, write you action plan for what you will work on to improve and refine your mentor coaching skills on the summary tab in your log. Make sure you use this log to document your next conversation so that your collection of logs will be reflected in your dashboard tab.