

DECISION POINTS CHECKLIST

Use the Focal Points Checklist to determine which of the 'possible areas of collaboration' are most important to the protégé at this time. Check the "YES" column if the item was discussed. This information should guide the team in deciding which structured experiences the protégé will work on during the first year. Use the Notes/Actions section to assist you in completing the Individual Mentoring Plan.

DECISION POINTS	YES	NOTES/ACTIONS
Communication Plans		
Best time to be reached		
Frequency of communication		
Preferred method: phone, email, fax, text, other		
Reflection practices planned		
Visit is planned, when & where		
Possible Areas of Collaboration		
Accountability		
Classroom instruction/learning activities		
Classroom management		
Managing workload		
Program area resources		
Relationships with colleagues and stakeholders		
Socio-cultural awareness		
Solitary work environment		
Student motivation		
Technology		
Time management		
Additional Areas		
Certification requirements		
Cooperative strategies, if relevant		
Professional organizations		
Record keeping		
State reporting		
Student organizations		