



CDDP AFTER-SESSION ACTIONS

CDM – CDT PROGRAM 2023

January 15, 2023



CDDP AFTER-SESSION ACTIONS

- DEMONSTRATE LEADERSHIP ROLES AS CD DURING SITE VISIT
 - Complete Planning Template
 - Review with Mentor for buy-in
 - Email copy to CDDP Supervisor
 - *Execute Plan*
 - Survey to gather feedback from Administrative Team & Others
 - Write Executive Summary of the experience
 - Discuss feedback with Mentor

- CDM - CDT CONFERENCE CALLS AND LOG SHEET
 - CDM-CDT Participate on mentoring calls or face-to-face meetings
 - Minimum once monthly
 - CDT writes a summary of key take-away
 - Submit summary of log sheets to MRS every two months; email to Mkonatolu@TeamForResults.com
 - MRS submits compilation (verbatim) to CDDP

- MENTOR-ONLY CONFERENCE CALLS
 - Review of Current Status of the Program: After Site Visit and Quarterly thereafter
 - Identify and Act on Issues requiring Immediate Actions
 - Complete Post Mortem of the Program

- CONDUCT PROGRAM EVALUATIONS
 - Effectiveness of the CDM-CDT Team
 - Quarterly Calls with Mentors to Measure CDT Progress
 - Track and Compile Bi-Monthly Conference Call Summaries
 - Effectiveness of the Mentoring Program (CDDP)



CDDP AFTER-SESSION ACTIONS

Process To Collect Feedback on Leadership Site-Visit

- **REQUEST FEEDBACK FROM ADMINISTRATIVE STAFF AND OTHERS**
 - CDT identifies members to request their feedback
 - Capture Names and Email addresses using Excel Template on Resource Page
 - Email Populated Template to MRS
 - Members receive email invitation to provide feedback on CDT
 - CDT and CDM will also Receive Invitations

- **OPEN SURVEY WINDOW**
 - To Be Completed Within 1 (one) Week

- **MRS GENERATES FEEDBACK SUMMARIES**
 - Summary emailed to CDT (PDF file)

- **DEBRIEF SESSION WITH MENTOR**
 - Optional: Debrief with MRS coach
 - Email CDDP of Debrief Completion



CDDP AFTER-SESSION ACTIONS

Process To Collect Feedback on Leadership Site-Visit Cont'd

SUBMITTING MEMBERS' INFORMATION USING [SAMPLE EXCEL FILE](#):

Email	Name	Member Relationship:
Gonatolu@TFR.com	Gwen Onatolu	2
Rose@TFR.com	Rose Miller	2
Jim@TFR.com	Jim Brown	3
Krystal@TFR.com	Krystal Lewis	3
Jerry@TFR.com	Jerry McCormick	1
Michael@TFR.com	Michael Onatolu	0

MEMBER RELATIONSHIP KEY

- ✓ 0 = Self
- ✓ 1 = Mentor
- ✓ 2 = Member
- ✓ 3 = Other

Note: At least 2 members required for each group, except for the Mentor. Less than 2 members in a group will be collapsed into the 'Other' group.



CDDP AFTER-SESSION ACTIONS

CDDP Schedule

Table A

ACTIONABLE ITEM	COMPLETION DATE	NOTES
1 Developmental Opportunities Plan - Baseline	January 27	Email copy to CDDP Supervisor
2. Host CDM-CDT Conference Calls or face-to-face meetings. Once a month. January through March 31	First meeting to be held between January 25 - February 15	Download Log-Sheet Template to recap Conference Call.
3. Submit Summary of conference call Log Sheets to MRS	<i>Monthly</i>	Write Summary Sheet for previous months calls / meetings
4. Complete Site Visit Plan	<i>February 28</i>	Download Template from website. Email copy to CDDP Supervisor
5. Complete Mentoring Program Feedback Evaluation.	May	MRS will administer via Weblink

Graduation is April 10th week



POST-TRAINING AFTER-SESSION ACTIONS

Schedule for Leadership Survey

Table B

ACTIONABLE ITEMS	COMPLETION DATE	NOTES
Members' names and email addresses sent to MRS	March 17	
Members receive survey link (survey window opens)	April 3	
Survey window closes	April 5	
Feedback emailed to CDT	April 7	
CDT emails Feedback to CDM and Schedules Debrief	Schedule before leaving site	
Debrief Held	Per Team schedule	
Email CDDP of debrief completion	April 30	

At Cemetery Site March 6 – March 31