Region 6 SAANYS Professional Growth Circle Scheduling Tool

Goals: Complete the Chart Below

Determine Emergency Day Plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Circle Session** | **Location** | **Date** | **Time** (90 minutes) | **Snacks** | **Other** |
| January |  |  |  |  |  |
| February |  |  |  |  |  |
| March |  |  |  |  |  |
| April |  |  |  |  |  |
| May |  |  |  |  |  |
| June |  |  |  |  |  |
| July |  |  |  |  |  |

Note: **December PGC is set for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at \_\_\_\_\_\_\_\_\_\_\_\_\_\_** . Mid 1:1’s will be scheduled in March; Final 1:1’s will be scheduled in August.

Locations – by Minutes (Miles)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Location- Participant 1 | Location – Participant 2 | Location – Participant 3 | Location – Participants 4 and 5 | SAANYS |
| Participant 1 | 0 | 43  (39) | 43  (39.3) | 3  (1.6) | 34  (27.9) |
| Participant 2 | 6  (2.1) | 0 | 44  (40.5) | 7  (2.4) | 37  (28.5) |
| Participant 3 | 43  (39.3) | 42  (39) | 0 | 43  (39.9) | 20  (14.3) |
| Participant 4 and 5 | 3  (1.6) | 7  (2.4) | 44  (39.9) | 0 | 35  (28) |
| SAANYS | 36  (27.4) | 36  (28.5) | 20  (16.8) | 38  (28.2) | 0 |

Addresses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Address for Participant 1** | **Work Address for Participant 2** | **Work Address for Participant 3** | **Work Address for Participants 4 and 5** | **SAANYS**  8 Albany Park  Blvd.  Albany Airport Park  Latham, NY 12110 |

Time of Day/Day of Week

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 8-9:30am +- | 8-9:30am +- | NA | 8-9:30am+- | 8-9:30am+- |
| Mid-Day | Mid-Day | NA | Mid-Day | Mid-Day |
| 3-4:30pm +- | 3-4:30pm +- | 3-4:30pm +- | 3-4:30pm +- | 3-4:30pm +- |

Emergency Day Plan

1. What constitutes an emergency?
2. When does the decision to postpone get made?
3. Who makes the decision?
4. How does the decision get communicated?
5. When does the Circle Session get made up?