

# ALASKA DIVISION - INSTRUCTOR DEVELOPMENT PLAN (IDP)

GENERAL INFORMATION			
Instructor Candidate (IC) Name : Joe Patroller		Mentor Name : Roberta Teachyou	
IC E-Mail Address : joe@skier.com	IC Telephone Number : 907-000-1111	Mentor E-Mail Address: Roberta@awesome.com	Mentor Telephone Number ; 907-5551212
Instructor Discipline Goal: Toboggan Instructor		Date Mentor Assigned January 2, 2015	
INSTRUCTOR DEVELOPMENT PLAN			
Required Elements	Planned Method of Assessment	Anticipated Outcomes and Anticipated Completion Dates	Achieved Outcomes and Completion Dates
<ul style="list-style-type: none"> <li>- NSP Materials, Policies and Procedures</li> <li>- Lesson Planning</li> <li>- Competency and Subject Matter</li> <li>- Use of Instructional Time</li> <li>- Motivational Skills</li> <li>- Teaching Methods and Techniques</li> <li>- Student Evaluation</li> <li>- Environmental Management</li> </ul>	Interview and discussion via telephone	Because Joe is a new instructor, I will provide him with a tour of resources and assign tasks to be completed: <ul style="list-style-type: none"> <li>- Read Toboggan Manual</li> <li>- Review Teaching Adult Learners</li> <li>- Review NSP website for all instructor resources</li> </ul> To be completed by February 25, 2015 Will review course registration process by March 15 Review NSP QA process by March 31 Interview on all procedures April 15  Will watch IC teach three toboggan classes to candidates: Feb 14, Feb 28, March 14	Resource tasks completed Feb 6, 2015
	Review lesson plans via email, calibrate during observation sessions		Interview on materials done over phone Feb 13, 2015
	Will watch IC teach at least three classes		Reviewed registration process and QA process on phone March 3, 2015
	These last five skills on the left will be observed during the three class observation sessions scheduled.		Reviewed lesson plan via email then observed training session Feb 14 –
			Reviewed lesson plan via email then observed training session Feb 28 –
			Reviewed lesson plan and observed training session Mar 14 –
			Final review in person with Joe – walked through all key points – March 19
IC Signature <i>Joe Patroller</i>		Mentor Signature <i>Roberta Teachyou</i>	
		Plan Development Date: January 3, 2015	

<b>Date, location and comments from Mentor Observation of IC teaching:</b> Reviewed lesson plan via email then observed training session Feb 28 – needs to buff up lesson plan a bit more and follow six-pack process. The actual instruction session was good, give a bit more feedback to students.	<b>Date, location and comments from Mentor Observation of IC teaching:</b> Reviewed lesson plan via email then observed training session Feb 28. Lesson plan was very good. Gave more feedback to students, but need to keep working on student evaluation process.	<b>Date, location and comments from Mentor Observation of IC teaching:</b> Reviewed lesson plan and observed training session Mar 14 – Very good lesson plan, great teaching style, took all previous comments and incorporated.
<b>Date Recommended for IT Evaluation:</b> March 19, 2015	<b>Name of IT Evaluator:</b> Rex Magnificent	<b>Date of IT Evaluation:</b> March 29, 2015
<b>Outcome of IT Evaluation:</b> Reviewed all key points with Joe. Verified ID class completion date (Sept 18, 2013). Observed toboggan class training (March 21) and reviewed lesson plan he developed. Very good understanding of six-pack. Had Joe outline QA procedures (IT assigned to every class, not the IOR) and the QA section in the Mentoring Manual. Joe told me how to register a course, what additional information needed to be requested. Reviewed course fees. Joe is good to go and will be a good toboggan instructor.		

Forward this completed form to Region Director and Division program supervisor. Submit with completed application form.

## ALASKA DIVISION - INSTRUCTOR DEVELOPMENT PLAN (IDP) - INSTRUCTIONS

This plan should be completed by the Mentor during a meeting (telephonic or face-to-face) within two weeks of assignment to the Instructor Candidate (IC) by the Region Director. Every new IC should receive either a hard copy of Mentoring New Instructors, or review an online copy with them. Complete the first two columns during the meeting. The plan can certainly change, but the idea is to develop a game plan – to set the initial goals and objectives. These plans may change during the course of the process, and can be revised accordingly. Once the initial IDP is developed with the mentor, please notify the Region Director, and include a copy of the initial IDP and the Instructor Application Form. Each IC will be observed a minimum of three class sessions (at least two by the mentor and one by the IT final eval), each with lesson plan review.

Once the IC is ready for IT evaluation, contact the discipline Program Supervisor for IT assignment and notify the Region Director of the outcome. This IDP, when completed, along with the completed application form, should be sent to the Region Director and the Program Supervisor.

<b>INSTRUCTOR DEVELOPMENT PLAN – INSTRUCTIONS</b>			
<b>Required Elements</b>	<b>Planned Method of Assessment</b>	<b>Anticipated Outcomes and Anticipated Completion Dates</b>	<b>Achieved Outcomes and Completion Dates</b>
<p>The following elements are from "Mentoring New Instructors" guide, but are also highlighted on the back of the "Mentoring Job Aid." Resources are available at the website listed below.</p> <p>Each of the following elements needs to be covered by the mentor to ensure the new instructor is totally ready to teach a course.</p> <ul style="list-style-type: none"> <li>– NSP Materials, Policies and Procedures</li> <li>– Lesson Planning</li> <li>– Competency and Subject Matter</li> <li>– Use of Instructional Time</li> <li>– Motivational Skills</li> <li>– Teaching Methods and Techniques</li> <li>– Student Evaluation</li> <li>– Environmental Management</li> </ul>	<p>This column will be completed during the first meeting between mentor and IC. This space is for the mentor and IC to determine how the elements in the column to the left will be addressed – in other words, how will the IC and mentor know that the IC can apply each of these elements?</p> <ul style="list-style-type: none"> <li>– What activities will be planned in order to reach these required elements (e.g. self-study, one-on-one meeting, reviewing a lesson, observation, reading a book)?</li> <li>– How will the mentor make a formative assessment of the level of knowledge and/or skills of the candidate? What types of formative assessment tools will the mentor use (reflective questioning, direct questions, observation, case study, observation and feedback)</li> <li>– What are best methods of communication (e.g. face to face, phone, email, distance, pre-conferences, post-conferences? How often will we communicate? What will be the outcomes of our communication (e.g. written notes, logs, progress sheet, tracking, feedback, reflection, action plans, etc.)?</li> </ul>	<p>This column is also completed during the first meeting to determine what specific deliverables and timelines are anticipated.</p> <ul style="list-style-type: none"> <li>– What criteria will the mentor use to assess competency in these areas (in other words – what objective measures will you use to assess performance)?</li> <li>– What are the specific outcomes you can measure as a result of the activities you have planned?</li> <li>– How does the formative assessment process fit into the timeline?</li> <li>– How much does the candidate have already in terms of competencies, how much left to learn?</li> <li>– What is the estimated overall timeline required to accomplish this? Is it realistic and achievable? What barriers exist to the timeline? What specific activities do you anticipate happening on what dates?</li> </ul>	<p>This column completed after each of the elements on the left has been completed. When all the elements are completed the IC will be ready for IT final evaluation.</p> <ul style="list-style-type: none"> <li>- What was done in each of the required elements?</li> <li>- What were the results and when were they accomplished?</li> </ul>

Forms, tools resources and links can be found at: [http://www.nsp.org/members/whos\\_who\\_template.asp?mode=div\\_profile2&div\\_id=188706](http://www.nsp.org/members/whos_who_template.asp?mode=div_profile2&div_id=188706)