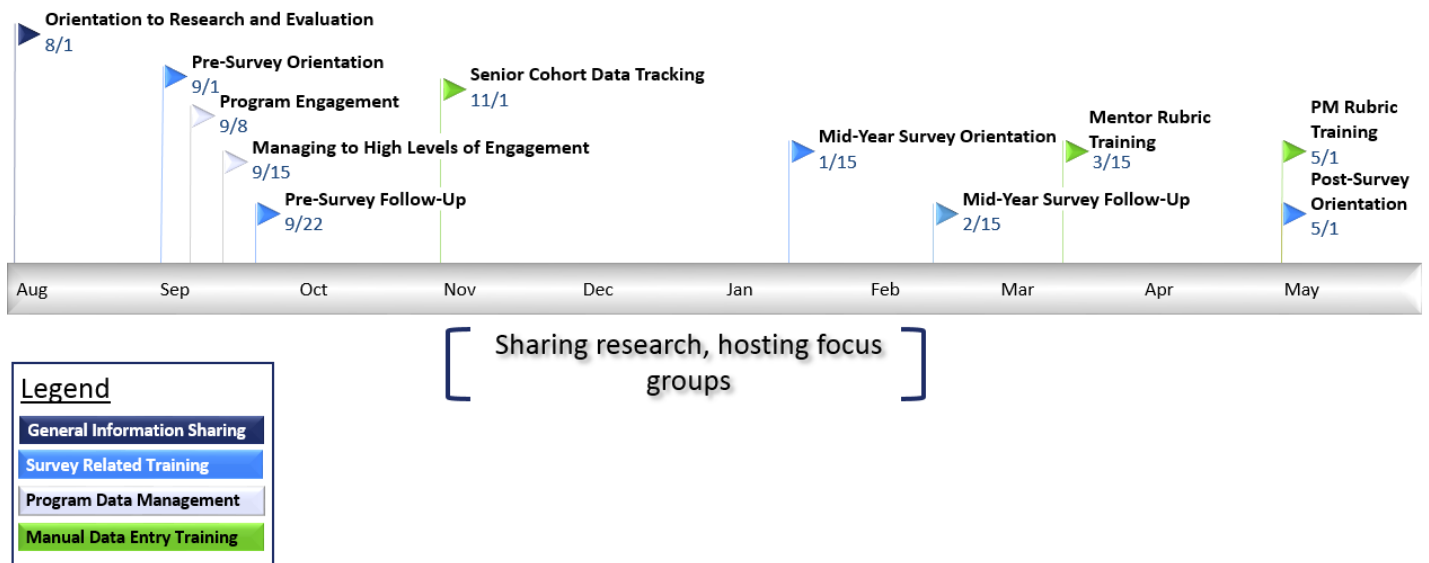


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Data Collection and Management Training Schedule

The ability to effectively run the iMentor model and evaluate programmatic effectiveness relies heavily on training implementation teams to collect high-quality data and leverage that data to inform decision making and provision of pair support. The Research and Evaluation team is committed to providing both formal and ad hoc support to ensure that implementation teams are set up for success when it comes to collecting and leveraging data. This article outlines the ideal schedule on which trainings around data collection and use should occur. Each training area is briefly described below the schedule.

Training Schedule



Training Descriptions

Training Subject	Content	Additional Resources	Ideal Timing
RE Orientation	General introduction to the RE team, including program-specific examples of how we work together	<ul style="list-style-type: none"> ✓ Learning Center Articles ✓ Orientation to RE Work ✓ Leveraging the RE Team 	August
Survey Orientation*	The what, how and why of survey administration	<ul style="list-style-type: none"> ✓ Learning Center Articles ✓ Survey resource suite 	Prior to each administration
Survey Follow-Up**	Share trends from recent administration, training for Qualtrics summaries and raw data	<ul style="list-style-type: none"> ✓ Qualtrics Report and Raw Survey Data 	Immediately after each administration
Program Engagement	Rationale of benchmarks, contextualizing targets, etc. (inclusive of PM dashboard, engagement dashboards, Support-Tron and Snapshot from RE perspective)	<ul style="list-style-type: none"> ✓ Learning Center Articles ✓ The what, how and why behind engagement benchmarks 	August - September (ad-hoc as well for later program start)
Using Snapshot and Tableau	Using real-time and YTD data to inform data-driven pair management	<ul style="list-style-type: none"> ✓ Learning Center Articles ✓ Tableau dashboard resource suite 	September – October
Senior Cohort Data Tracking	Practical use training and value norming	<ul style="list-style-type: none"> ✓ Learning Center Articles ✓ Post-Secondary Process 	November – December
Rubrics (Mentor/Pair Support)	Practical use training and score norming	<ul style="list-style-type: none"> Learning Center Articles ✓ Mentor Rubric ✓ Pair Support Rubric 	March

*Survey orientation refers to a short 15-20 minute presentation regarding the rationale for surveys as well as an opportunity to briefly review best practices and share resources. Ideally, this orientation would occur during a “push-in” to a team meeting.

**Survey follow-ups refer to short orientation to the Qualtrics summaries RE will create and customize for each PM. In addition, RE will walk PMs through practical use of raw survey data to inform support. Ideally, this orientation would occur in a smaller group setting, such as a grade team or PD team meeting.

NOTE: During the RE “lull” in RE trainings/orientations in the middle of the year (November – February) the program is in full swing, so the sharing of research – both our own and external research – and hosting focus groups is ideally meant to be optional, or ad hoc based on programmatic need.

Still have questions?

Reach out to re@immentor.org. The team is more than happy to address any questions, comments or concerns you may have!

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