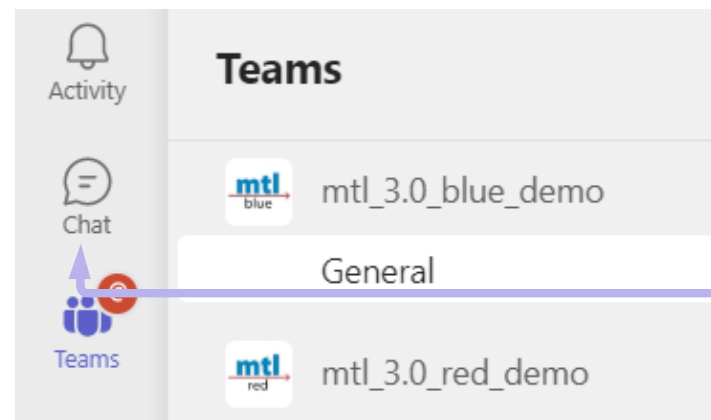


Between Sessions



Calendar - MTL Help

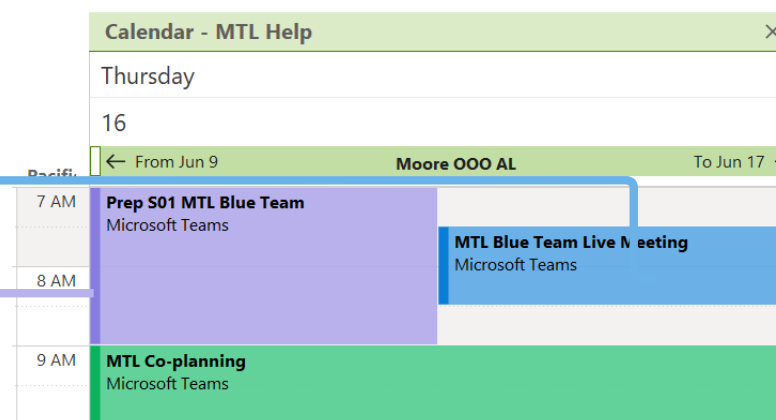
Prioritize, Practice, Scribe in Co-facilitator Prep Chat



Prioritize, practice, and scribe your working conceptualization of the team to rule in and out what you can focus on in the co-facilitator prep chat (purple prep invite in the *MTL* Help calendar).

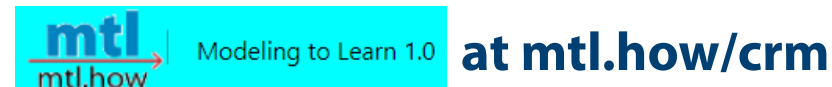
Tip: Include a bolded header to denote when a new session begins and what participatory construct you are practicing.

Sync on the *MTL* Help Calendar

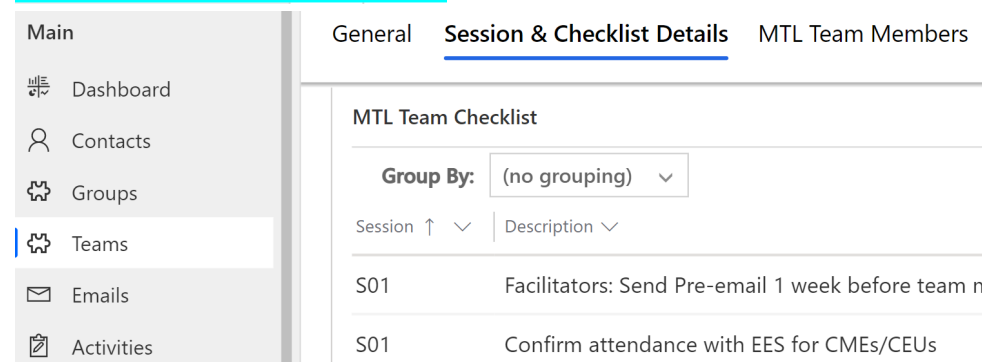


1. Add your out-of-office dates in the *MTL* Help calendar so the team can provide coverage
2. Schedule *MTL* meetings from the calendar and/or send emails using MTL.Help@va.gov for transparency and access
3. Calendar Colors:
 - Prep Meetings are Purple (2 hours long and wraps around the Live Team Meeting)
 - Live Team Meetings are Blue or Red (1 hour long)
 - Co-planning Meetings are Green (1 hour long)

Complete Co-planning and Team Tasks



at mtl.how/crm

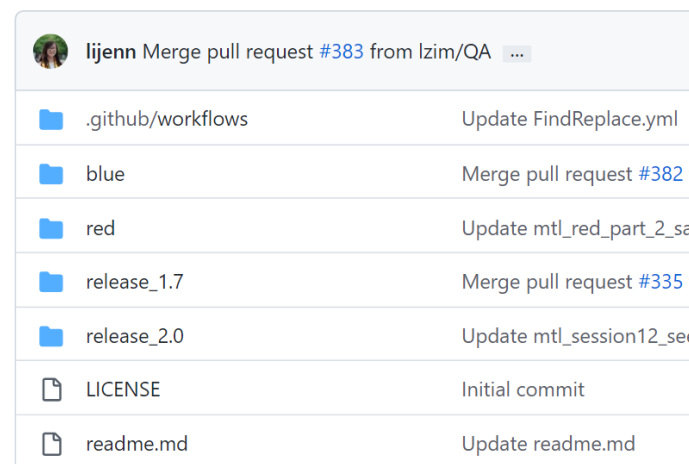


1. Select your Co-planning Group or *MTL* Teams from your homepage dashboard or through the Main left hand navigation panel on the right
 2. Click into the "Session & Checklist Details" tab and scroll down to view/complete complete session tasks listed under "MTL Co-planning Group Checklist" or "MTL Team Checklist"
 3. Click into a task to edit the task or click "Mark complete" in the top navigation header in the task
- Tip:* Double click on any white spaces to avoid editing a field (white space between the "Session" and the "Description" column)

Within a Session

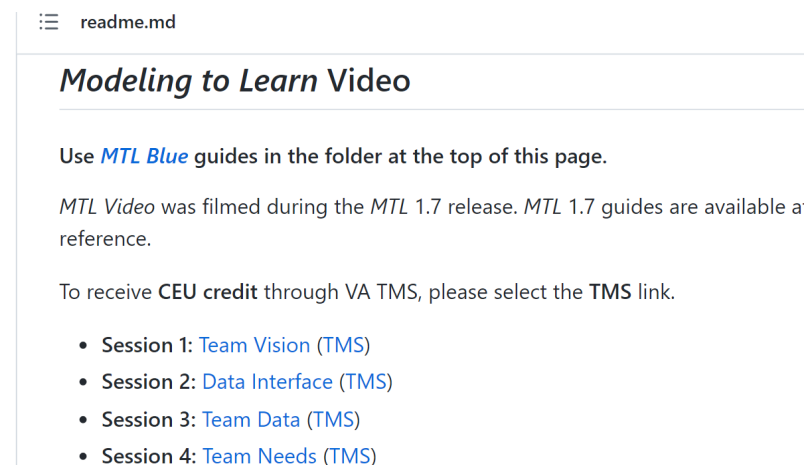


Facilitate using *MTL* Blue and Red Learner SEE, Facilitator SAY, and Partner, Build, Apply Fidelity Guides



1. Click on the "blue" or "red" folder to review the latest Learner SEE and Facilitator SAY guides and resources for *MTL* Blue or Red
2. For previous *MTL* Releases guides, click on the release folders
3. Scroll down to view the *MTL* Roadmap or watch *MTL* Videos in the readme.md

Train with *MTL* Video



1. Scroll down the homepage at mtl.how
2. Find the session you want watch.
3. Click on the session title to be brought to the direct video link.
OR
Click on the TMS link to get CEU/CMEs



Microsoft Teams

Scribe in the Team's Channel

Scribe your facilitation with the team in their Team's channel (blue or red invite in the *MTL* Help calendar) to document a detailed chat that refers back to our Partner, Build, Apply constructs.

Tip: Include a bolded header to denote when a new session begins and participatory construct you are facilitating.

