

## Success Coaching Hour Breakdown

Week 1-12

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### Total Hours including voluntary

During my time working as a success coach, I made a table which I would fill out every week after I had completed all sessions. This included all the workshop sessions I attended, these sessions I was paid for. Next, I worked out the number of voluntary hours I completed, this included Wednesday sessions that were held for Python, also the 1 to 1 sessions I held for students. This table was important as it kept track of my progress and my current hours worked, meaning I could plan out how many I needed to work before the deadline and evenly spread them out.

Week ending	Workshop/1 on 1 Session	Hours total
Week 1	Workshop	4
Week 2	Workshop	6
Week 3	Workshop	7
Week 3	1 to 1/Wednesday Session	6.5
Week 4	Workshop	6
Week 4	1 to 1/Wednesday Session	4
Week 5	Workshop	6
Week 5	1 to 1/Wednesday Session	4.5
Week 6	Workshop	6
Week 6	1 to 1/Wednesday Session	8.75
Week 7	Workshop	6
Week 7	1 to 1/Wednesday Session	9.2
Week 8	Workshop	6
Week 8	Wednesday Session	2
Week 9	Workshop	6
Week 9	Wednesday Session	2
Week 10	Workshop	6
Week 10	Wednesday Session	2
Week 11	Workshop	6
Week 12	Workshop	6
Week 12	1 to 1	2
		<b>111.95</b>

Table 1: Workshop hours, Wednesday Sessions and 1 to 1 Sessions

## Met Temps Timesheet

Every week I had to complete a timesheet of how many hours I had worked for workshop sessions. Once submitted, I had to complete a weekly feedback form, this was to show how the sessions were going and how useful they were for students. This also allowed my work supervisor to keep track of my hours, and to get detailed feedback to see if any adjustments needed to be made, like more sessions available or if any student was struggling.

Week Ending	Job Title	Company	Timesheet No	Hours	Status	Action
24/01/2021	SCDM 20-21 Delivery Of Mentoring Sessions For London Met PASS Scheme	London Metropolitan University	0960612043	0.0	Approved	<a href="#">View</a>
17/01/2021	SCDM 20-21 Delivery Of Mentoring Sessions For London Met PASS Scheme	London Metropolitan University	0960612042	6.0	Unapproved	<a href="#">View</a>
10/01/2021	SCDM 20-21 Delivery Of Mentoring Sessions For London Met PASS Scheme	London Metropolitan University	0960612041	6.0	Approved	<a href="#">View</a>
03/01/2021	SCDM 20-21 Delivery Of Mentoring Sessions For London Met PASS Scheme	London Metropolitan University	0960612040	0.0	Approved	<a href="#">View</a>
27/12/2020	SCDM 20-21 Delivery Of Mentoring Sessions For London Met PASS Scheme	London Metropolitan University	0960612039	0.0	Approved	<a href="#">View</a>
20/12/2020	SCDM 20-21 Delivery Of Mentoring Sessions For London Met PASS Scheme	London Metropolitan University	0960612038	6.0	Processed	<a href="#">View</a>
13/12/2020	SCDM 20-21 Delivery Of Mentoring Sessions For London Met PASS Scheme	London Metropolitan University	0960612037	6.0	Processed	<a href="#">View</a>
06/12/2020	SCDM 20-21 Delivery Of Mentoring Sessions For London Met PASS Scheme	London Metropolitan University	0960612036	6.0	Processed	<a href="#">View</a>
29/11/2020	SCDM 20-21 Delivery Of Mentoring Sessions For London Met PASS Scheme	London Metropolitan University	0960612035	6.0	Processed	<a href="#">View</a>
22/11/2020	SCDM 20-21 Delivery Of Mentoring Sessions For London Met PASS Scheme	London Metropolitan University	0960612034	6.0	Processed	<a href="#">View</a>
15/11/2020	SCDM 20-21 Delivery Of Mentoring Sessions For London Met PASS Scheme	London Metropolitan University	0960612033	6.0	Processed	<a href="#">View</a>
08/11/2020	SCDM 20-21 Delivery Of Mentoring Sessions For London Met PASS Scheme	London Metropolitan University	0960612032	6.0	Processed	<a href="#">View</a>
01/11/2020	SCDM 20-21 Delivery Of Mentoring Sessions For London Met PASS Scheme	London Metropolitan University	0960612031	7.0	Processed	<a href="#">View</a>
25/10/2020	SCDM 20-21 Delivery Of Mentoring Sessions For London Met PASS Scheme	London Metropolitan University	0960612030	6.0	Processed	<a href="#">View</a>
18/10/2020	SCDM 20-21 Delivery Of Mentoring Sessions For London Met PASS Scheme	London Metropolitan University	0960612029	4.0	Processed	<a href="#">View</a>

Table 2: Met Temps Timesheet of paid workshop sessions attended