Leadership Coach Coaching Circle/Community of Practice Data Export Report Documentation

CC Meeting Schedules Worksheet

Coaching Circle/Community of Practice Meeting Schedule Key	Leadership Coach	Coaching Circle/Community of Practice	Target Audience	Year	Total Meetings	January – December Meeting?
This is a unique identifier for the meeting schedule record.	*The username of the leadership coach assigned to this meeting schedule.*	*The name of the coaching circle.*	*The target audience for the meeting schedule*	*The year that the meeting schedule covers.*	*The total number of meetings scheduled for the year.*	*"Yes" if a meeting is scheduled for the month. "No" otherwise.*

State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
This is a unique identifier for the state record that is associated with the meeting schedule record.	*This is the state name for the state record that is associated with the meeting schedule record.*	*This is the username of the user that added the meeting schedule record to PIDS.*	*This is the date that the meeting schedule record was added to PIDS.*	*This is username of the user that last edited the meeting schedule record.*	*This is the date that the meeting schedule record was last edited.*

CC Meeting Debriefs Worksheet

Coaching Circle/Community of Practice Meeting Debrief Key	Leadership Coach	Coaching Circle/Community of Practice	Year	Target Audience	State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
This is a unique identifier for the meeting debrief record.	*The username of the leadership coach assigned to this meeting debrief.*	*The name of the coaching circle*	*The year that the meeting debrief covers.*	*The target audience for the meeting debrief.*	*This is a unique identifier for the state record that is associated with the meeting debrief record.*	*This is the state name for the state record that is associated with the meeting debrief record.*	*This is the username of the user that added the meeting debrief record to PIDS.*	*This is the date that the meeting debrief record was added to PIDS.*	*This is username of the user that last edited the meeting debrief record.*	*This is the date that the meeting debrief record was last edited.*

CC Debrief Group Members Worksheet

Coaching Circle/Community of Practice Group Member Key	Coaching Circle/Community of Practice Meeting Debrief Key	Coaching Circle/Community of Practice	Year	Position	First Name	Last Name	Email	Phone
This is a unique identifier for the group member record.	*This is a unique identifier for the meeting debrief record that is associated with the group member record.*	*The coaching circle for the meeting debrief record.*	*The meeting debrief year.*	*The group member's position.*	*The group member's first name.*	*The group member's last name.*	*The group member's email.*	*The group member's phone number.*

State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
This is a unique identifier for the state record that is associated with the group member record.	*This is the state name for the state record that is associated with the group member record.*	*This is the username of the user that added the group member record to PIDS.*	*This is the date that the group member record was added to PIDS.*	*This is username of the user that last edited the group member record.*	*This is the date that the group member record was last edited.*

CC Session Debriefs Worksheet

Coaching Circle/Community of Practice Session Debrief Key	Coaching Circle/Community of Practice Meeting Debrief Key	Coaching Circle/Community of Practice	Year	Session Date	Session Start Time	Session End Time	Meeting Summary
This is a unique identifier for the session debrief record.	*This is a unique identifier for the meeting debrief record associated with the session debrief record.*	*The coaching circle for the meeting debrief record.*	*The meeting debrief year*	*The session debrief date.*	*The session debrief start time.*	*The session debrief end time.*	*The summary of the session.*

State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
This is a unique identifier for the state record that is associated with the session debrief record.	*This is the state name for the state record that is associated with the session debrief record.*	*This is the username of the user that added the session debrief record to PIDS.*	*This is the date that the session debrief record was added to PIDS.*	*This is username of the user that last edited the session debrief record.*	*This is the date that the session debrief record was last edited.*

CC Session Attendees Worksheet

Coaching Circle/Community of Practice Group Member Key	Group Member	Coaching Circle/Community of Practice Session Debrief Key	Session Date	State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
This is a unique identifier for the group member record associated with the session debrief record..	*The name of the group member.*	*This is a unique identifier for the session debrief record associated with the group member record.*	*The session debrief date.*	*This is a unique identifier for the state record that is associated*	*This is the state name for the state record that is associated with the group*	*This is the username of the user that added the association between the*	*This is the date that the association between the group member*	*This is username of the user that last edited the association between the*	*This is the date that the association between the group member*

				with the group member and session debrief records.	*member and session debrief records.*	*group member record and session debrief record.*	*record and session debrief record was added to PIDS.*	*group member record and the session debrief record.*	*record and session debrief record was last edited.*

Intent: This report is designed to export all the Coaching Circle/Community of Practice records that exist on the Leadership Coach dashboard for the specified timeframe and selected state(s).

CC Meeting Schedules Worksheet: This worksheet includes all the Coaching Circle/Community of Practice Meeting Schedules that meet the following criteria:
1. The meeting schedule's year contained within the Start Date criteria and End Date criteria. For example, if the Start Date is 02/01/2022 and the End Date is 08/30/2022, only schedules with the year 2022 will be included.
2. The meeting schedule is within the selected state(s).

CC Meeting Debriefs Worksheet: This worksheet includes all the Coaching Circle/Community of Practice Meeting Debriefs that meet the following criteria:
1. The meeting debrief's year contained within the Start Date criteria and End Date criteria.
2. The meeting debrief is within the selected state(s).

CC Debrief Group Members Worksheet: This worksheet includes all the Coaching Circle/Community of Practice Leadership Group Members for the meeting debriefs that are included in the CC Meeting Debriefs Worksheet.

CC Session Debriefs Worksheet: This worksheet includes all the Coaching Circle/Community of Practice Session Debriefs for the meeting debriefs that are included in the CC Meeting Debriefs Worksheet.

CC Session Attendees Worksheet: This worksheet includes all the Coaching Circle/Community of Practice Session Attendees for the session debriefs that are included in the CC Session Debriefs Worksheet.

Criteria Name	Optional?	Description
Start Date	No	This date forms the start of the window that determines what records to include in the report.
End Date	No	This date forms the end of the window that determines what records to include in the report.
State(s)	No	This filters the records that are included in the report.