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

**CC Meeting Schedules Worksheet**

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| **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.* |

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| **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**

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| **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**

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| **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.* |

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| **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**

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| **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.* |

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| **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**

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| **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 with the group member and session debrief records.* | *This is the state name for the state record that is associated with the group member and session debrief records.* | *This is the username of the user that added the association between the group member record and session debrief record.* | *This is the date that the association between the group member record and session debrief record was added to PIDS.* | *This is username of the user that last edited the association between the group member record and the session debrief record.* | *This is the date that the association between the group member record and session debrief record was last edited.* |

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| **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. | | | | | |
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| **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. | |