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| ADVANCED ACADEMYTO DO LIST |  |
| \*All dates are estimated \*\*Always check your spam/trash \*\*Contact your IT department and have them add the emails below to their approved list. |
| TIMELINE | **TASK** | **NOTES** | **COMPLETED** |
| ONE MONTH PRIOR TO SESSION 1 | Pre-Academy webinar/recording | Email sent from leadership@chairacademy.com |  |
| THREE WEEKS PRIOR TO SESSION 1 | FranklinCovey Access Pass360 Diagnostic Assigned | Assessment email sent fromnotifications@LPIonline.com |  |
|  | **F/C 360 email:F/C 360 Password:**  | You will be taking this assessment two times, one year apart.You must use the same email/password for both assessments, Enter it here for reference. |  |
| ONE WEEK PRIOR TO SESSION 1 | Get Ready for Your Academy Email | Email sent from leadership@chairacademy.com |  |
|  | Go to Franklin Covey Account and Review your 360 Diagnostic Results |  |  |
| THURSDAY PRIOR TO SESSION 1  | Final Reminders/Last minute changes Email | Email sent from leadership@chairacademy.com |  |
| ONE WEEK AFTER SESSION 1 | Academy Feedback Survey | Email sent from leadership@chairacademy.com |  |
| 6 MONTHS AFTER SESSION 1 | Mid-Year Reconnect Virtual Meeting | Email sent by FacilitatorsScheduled by your Academy Facilitators |  |
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| TIMELINE | **TASK** | **NOTES** | **COMPLETED** |
| 4-6 MONTHS AFTER SESSION 1 | Mid-Year Report DueMeet with Your Academy Coach | Mid-Year Report – APA format. Discuss your progress of IPDP goalsCoaching Session – Your Facilitator will schedule this meeting |  |
| 3 MONTHS PRIOR TO SESSION 2 | Register for Session 2 Academy | Email sent from leadership@chairacademy.com We will email you when Registration is open |  |
| ONE MONTH PRIOR TO SESSION 2 | Session 2 Academy Planning Recording | Email sent from leadership@chairacademy.com |  |
| THREE WEEKS PRIOR TO SESSION 1 | FranklinCovey Access Pass360 Diagnostic Assigned | Assessment email sent fromnotifications@LPIonline.com |  |
|  | You must use the same email/password you used for the previous assessment. DO NOT take the assessment using a different email address.Contact the Academy if you have changed organizations. We will work with you to make this work. |  |
| ONE WEEK PRIOR TO SESSION 2 | Get Ready for Your Academy Email | Email sent from leadership@chairacademy.com |  |
| THURSDAY PRIOR TO SESSION 2 | Final Reminders/Last Minute Changes Email | Email sent from leadership@chairacademy.com |  |
| ONE WEEK AFTER SESSION 2 | Academy Feedback Survey | Email sent from leadership@chairacademy.com |  |
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