



TLT Lab Planning Process

The Setting

Lab Planning is a simple process. It can be done in the club around a table with all the TLTs and mentors collaborating, or at a Conference Leadership Convention where TLT workshops are offered.

The Participants

The participants involved should include the TLT Mentor with all the TLTs he/she is mentoring along with the Club Director/TLT Director observing and available to answer questions.

The step-by-step process:

1. The Mentor and the TLT review the Operation requirements together in the TLT's Manual (page 29-34) and brainstorm how each required task can be learned and accomplished in their club.
2. The TLT writes a description of how he/she will complete each required task on the "Notes" lines to the right of each task
3. The Expectations requirements are not to be filled out at the Lab Planning time. They are saved for the Evaluation Preparation meeting when all the required tasks have been completed by the TLT.
4. The TLT and Mentor confirm their plan for completing each task by signing their names at the top of the page
5. Copies of each TLT's task sheets are made and kept by the TLT Mentor and the Club Director/TLT Director

Now the TLT and Mentor are ready to start working together to fulfill the Operation tasks.