



Date & Time of Meeting: _____

This topic can help prompt and facilitate your monthly group meeting. This topic can act as a road map to help navigate your mentorship journey. Prior to each meeting, your topic(s) for conversation should be announced to allow for preparation.

MANAGING STAFF

Prompt for: **ALL**

1. As a Head Coach (or similar role), how do you manage hiring new staff?
2. Reflect in your role, how are staff responsibilities assigned and carried out?
 - For collegiate coaches, how do you practice exceptional institutional control?
 - For youth coaches, how do you monitor expected staff behavior?
3. If it applies to you, share how you function as an “understaffed” program and discuss ways to work around it.
4. Discuss how you manage your extended staff, for example, strength & conditioning, sports sciences, academic staff, athletic trainers, event management, facilities, scheduling, directors of clubs, operations, travel, etc.
5. When managing staff, do you utilize a policy and procedure manual, if so, share some of the expectations.
6. When managing staff, do you utilize an organizational tool?
7. Discuss challenges you foresee needing some assistance with over the next month
8. Create the date and time for your next meet-up