**Instructions: Use this sheet to help develop your data collection procedure for your coaching system. Identify what goals you have for your data system and then think about what data points you could collect to track progress toward your goals. Then identify who can collect the data, how frequently they collect it, and also who aggregates the data and how often. Remember, data can only help you if you make time to analyze what you collect!**

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| **Coaching System Goal** |
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| **Data Collection Sheet** |
| What is the data point to be collected?  | Who collects it? | How often? | Who aggregates it? | How Often? |
| Ex: # of Trained Staff | Coaches | Weekly | Trainer | Monthly |
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| Additional Resource: <https://www.skillsyouneed.com/num/graphs-charts.html> |