**Certification Tracking - Indicate when each of these are ‘ready to go’ in your portfolio – with reflection sheets as requested on the Certification Checklist**

***And send this tracking form to you Mentor quarterly to help inform them of your progress***

**Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Portfolio Elements | Topic/Group/Date ID |
| Focused Conversation #1 |  |
| Focused Conversation #2 |  |
| Focused Conversation #3 |  |
| Consensus Workshop #1 |  |
| Consensus Workshop #2 |  |
| Consensus Workshop #3 |  |
| Small group facilitation design |  |
| Large group facilitation design |  |
| Design including 3 learning styles |  |
| Action Plan |  |
| Historical scan |  |
| Strategic plan |  |
| Co-facilitated facilitation |  |
| One complete, substantial project |  |