DOINGWHATWORKS

 SAMPLE MATERIAL

Coaching Session Template
Marshall Elementary School, California

Topic: Increased Learning Time: Beyond the Regular School Day

Practice: Organize Instruction

This *Coaching Session Template* was prepared by the Expanded Collaboratives for Excellence in Learning (ExCEL), a San Francisco Unified School District organization that partners with local agencies such as Mission Graduates to provide after-school programs at sites like Marshall Elementary School. This template helps program leaders organize coaching sessions with individual staff members.

The coaching session includes time for building a relationship with the staff member; discussing program status, talking about successes and challenges, addressing the challenges, and coming up with a plan for next steps.

For more information on coaching at Marshall, view the *After-School Support to English Language Learners* slideshow.

Staff Recruitment, Development, and Retention | TOOL

Coaching Session Template

DATE:	COACH:	STAFF:

CHECK-IN: *10 MINUTES*

This time can be used to build your relationship with the staff member, and get to know each other professionally and personally

UPDATES: *5 MINUTES*

During this time, you can provide him/her with an overview of program status, and updates on program events and school interaction.

ACCOMPLISHMENTS: *10 MINUTES*

• Spend some time talking to the staff member about what you think is working well.

• Ask them to talk about areas of their job they are proud of.

CHALLENGES: *5 MINUTES*

Brainstorm with the staff member to list five challenges he/she is struggling with.

PROBLEM-SOLVE THE CHALLENGES: *30 MINUTES*

Select no more than two challenges to problem solve.

• **Issue:** Describe the challenge in detail. What is the source of the challenge?

• **Goal:** What does the staff member want to work on?

• **Reality:** What's getting in the way?

• **Options:** What resources are available to help him/her address the challenge (school staff, websites, handouts, training, etc.)? How can you provide further support (resources, trainings, etc.)?

NEXT STEPS: *10 MINUTES*

• Determine and commit to the next steps.

• What will the staff do to address the challenge?