

Goal

Coaches ask questions that enable students to identify their:

- barriers and the
- tools to overcome the challenges to believe, achieve and lead.

Steps

Day before OL Coaching sessions (Isabel)

- Confirm student attendance. (1 hour)
 - Send reminders to all students.
 - Print out confirmed list for all OL Coaches.

Day of OL Coaching Prep (Isabel & Stacy)

- Review student list and review the previous student summaries on EZ Reports.
- Review coaching tools (as needed).
 - 7 Coaching Disciplines
 - A great question
 - The coaching cheat sheet

During OL Coaching (15 minutes) (Isabel & Stacy)

After Meeting with each student (Isabel & Stacy)

- Mark off attendance for student.
- Document a one sentence summary that captures:
 - Challenge student is working to overcome, and the steps they are taking
 - And/ or something important to know about them, that will help adults understand how to support them in their pathway.

After each OL Coaching day (Isabel & Stacy)

- Draft all communication in an email to X, and CC Jo Vance. Using the template below as a guide.

Dear X.

I've attached the attendance for the last session to this email. (Attach document)

These are the Sentence Summaries for each student. (Copy or attach document)

I want to point your attention to

- *A red flags*
- *Was progress with...*

Thank you!

xx

Assess attendance and reschedule students as needed. **(Isabel)**