



Georgia's Tiered System of Supports for Students



Virtual Coaching Considerations

System _____	District Coach _____
School _____	School Coach _____
Regional Coach _____	Date/Time _____

Pre-Meeting with District/School	Notes
Date: <ul style="list-style-type: none"> Identify location, setting, and participants for the coaching session. 	
<ul style="list-style-type: none"> Identify the team environment (in-person, virtual, blended), meeting platform, technology available, facilitator, note taker, and technology support. 	
<ul style="list-style-type: none"> Determine the primary format of the coaching session (e.g., discussion, small groups, Q & A, interview, panel). 	
<ul style="list-style-type: none"> Confirm start time and duration of the coaching session. 	
<ul style="list-style-type: none"> Establish the focus of the coaching session. 	
<ul style="list-style-type: none"> Highlight coaching activities. 	
<ul style="list-style-type: none"> Select artifacts and resources that may be needed. 	
<ul style="list-style-type: none"> Identify key points with leadership to address in debriefing. 	
<ul style="list-style-type: none"> Develop participant email with team norms, coaching focus, agenda, and pre-work assigned. 	



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Planning for the Coaching Session	Notes
<ul style="list-style-type: none"> Practice with the technology platform using your computer. 	
<ul style="list-style-type: none"> Organize your space. <ul style="list-style-type: none"> ✓ Check lighting for the time of day and adjust webcam. ✓ Adjust audio (microphone & headphone). ✓ Check internet/bandwidth. ✓ Check the background or backdrop. 	
<ul style="list-style-type: none"> Develop coaching content and determine coaching approach. 	
<ul style="list-style-type: none"> Plan and vary interactive activities (e.g., storytelling, case study, experiential activity, games, simulation). 	
<ul style="list-style-type: none"> Embed thought-provoking questions to ponder. 	
<ul style="list-style-type: none"> Determine response methods (e.g., discussions, polls, whiteboards, chats, quizzes). 	
<ul style="list-style-type: none"> Prepare coaching materials including slide deck, participant guide, question grid, handouts and resources. 	
<ul style="list-style-type: none"> Develop explicit directions and a coaching session pacing guide. Plan for frequent breaks. 	

During the Coaching Session	Notes
<ul style="list-style-type: none"> Join the session early to check equipment, turn off notifications, and silence cell phone. 	
<ul style="list-style-type: none"> Greet participants, establish rapport and eye contact. 	
<ul style="list-style-type: none"> Highlight team norms. 	
<ul style="list-style-type: none"> Clarify and focus on the goals of the session. 	
<ul style="list-style-type: none"> Listen, ask questions, encourage rich discussion, and offer feedback. 	
<ul style="list-style-type: none"> Pace the session to provide time to check for understanding and reflection. 	
<ul style="list-style-type: none"> Listen and watch for engagement, impact, voice, and fatigue. Be prepared to adapt, modify, and adjust. 	
<ul style="list-style-type: none"> Develop and review next steps or action plans. 	

After the Coaching Session Debrief date:	Notes
<ul style="list-style-type: none"> • Debrief with appropriate district/school personnel, assess various perspectives, ask for feedback, review notes, and establish follow-up for next steps. Establish date and topic for next coaching session. 	
<ul style="list-style-type: none"> • Based on the debriefing of the coaching session, make appropriate suggestions for follow-up activities. Follow-up activities may include: <ul style="list-style-type: none"> ✓ Providing resources and support materials. ✓ Suggesting additional training and/or coaching. ✓ Offering networking opportunities. ✓ Convening small work groups. ✓ Arranging additional meetings. 	
<ul style="list-style-type: none"> • Reflect on your perspective of the coaching session. Consider the content, context, relationship, technology, and needs. Questions to ponder may include: <ul style="list-style-type: none"> ✓ What was accomplished? ✓ How did I help? ✓ Was the coaching session focused on the stated goals? ✓ Were team members engaged? ✓ How do I know there was high levels of collective efficacy? ✓ Was the pacing of the coaching session appropriate? ✓ What questions could I have asked? ✓ What feedback do I wish I had provided? ✓ What challenges did I face? ✓ What changes could I make? ✓ How did the technology tools enhance the coaching session? ✓ How can I help in the future? ✓ How can I improve? 	

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| <ul style="list-style-type: none">• Send a follow-up email highlighting accomplishments, follow-up activities, reflections, challenges, and the next steps agreed upon during the coaching session. | |
| <ul style="list-style-type: none">• Check in periodically before the next coaching session. | |

Additional Notes: