



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



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

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

<b>After the Coaching Session</b> <b>Debrief date:</b>	<b>Notes</b>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
<ul style="list-style-type: none"> <li>• 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"> <li>✓ Providing resources and support materials.</li> <li>✓ Suggesting additional training and/or coaching.</li> <li>✓ Offering networking opportunities.</li> <li>✓ Convening small work groups.</li> <li>✓ Arranging additional meetings.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• 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"> <li>✓ What was accomplished?</li> <li>✓ How did I help?</li> <li>✓ Was the coaching session focused on the stated goals?</li> <li>✓ Were team members engaged?</li> <li>✓ How do I know there was high levels of collective efficacy?</li> <li>✓ Was the pacing of the coaching session appropriate?</li> <li>✓ What questions could I have asked?</li> <li>✓ What feedback do I wish I had provided?</li> <li>✓ What challenges did I face?</li> <li>✓ What changes could I make?</li> <li>✓ How did the technology tools enhance the coaching session?</li> <li>✓ How can I help in the future?</li> <li>✓ How can I improve?</li> </ul> </li> </ul>	

### Virtual Coaching Considerations

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

### Additional Notes: