

## Coaching Agenda

### Opening:

- Establish rapport with the EI professional (EI).
- Co-establish agenda structure for coaching conversation (CC) by reviewing the following: (Consider emailing an agenda to the EI prior to the coaching conversation)
  - Briefly summarize what is in the main agenda.
  - Confirm and/or ask for agenda items collected from the EI prior to and /or in the opening of the contact.

### Main Agenda:

- Review of *Goal and Joint Action Plan* & other pertinent data (from observation tool).
- Ask the EI to reflect on their intention as compared to what actually happened.
- Based on EI's reflections, use observations of RBI or GRHV, and other data collected from the submitted video or live observation, to guide the coaching conversation. Provide feedback as necessary.
  - Some recommended practices include:
    - Review video clips together using screen sharing
    - Practice targeted action
    - Use Framework for Reflective Questions to develop questions
- Share any remaining data from observation tool/checklist, or make a plan for how/when it will be shared (email, comments on video, another contact, etc.)
- Co-determine potential priorities
- Co-create a goal and a plan for "action steps" between now and the next contact (use *Goal and Joint Action Plan* form).
  - What does the EI want their RBI or GRHV to look like next time?
  - Who will do what and by when?

### Closing:

- Summarize the conversation from the main agenda with a focus on strengths and desired next steps.
- Confirm the *Goal/Joint Action Plan*.
- Share what each of you are feeling good about right now.
- Ask about any remaining concerns or questions.