

## Attributes of a Coach

	Met My Expectations	Did Not Meet My Expectations
<b>Facilitation</b>		
▪ Models meeting facilitation		
▪ Guides completion of team meeting log for first several meetings		
▪ Facilitates group consensus		
▪ Asks guiding questions to help group to move forward, understand material, implement material, make decisions		
▪ Follows meeting protocol		
▪ Diffuses anxiety		
<b>Communication</b>		
▪ Exhibits an upbeat and enthusiastic attitude		
▪ Listens in a nonjudgmental, open-minded manner		
▪ Responds in a positive and neutral manner		
▪ Communicates directly with team members through email, phone, and/or fax		
▪ Follows up with second contact		
▪ Returns phone calls and/or emails in a timely manner		
▪ Communicates availability for team meetings, SAC Fair, etc.		
<b>On-going Support</b>		
▪ Helps team locate resources when needed		
▪ Reminds team of their focus/target		
▪ Helps team set up and monitor timeline for team products		
▪ Attends meetings to support team's needs		
▪ Provides guidance		

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## Attributes of a Coach (continued)

	Met My Expectations	Did Not Meet My Expectations
<b>Moves Team Towards Self-direction</b>		
▪ Successfully transitions from leadership role to member role		
▪ Allows team to assume leadership roles		
▪ Fosters environment where it is safe to take risks		
▪ Allows team to make decisions		
▪ Balances observation and participation		
<b>Knowledge of Program and Materials</b>		
▪ Demonstrates process of unpacking standards		
▪ Exhibits familiarity with textbook, workbook, and video series		
▪ Recommends additional resources to fit team's need		
▪ Finds answers to program questions in a timely manner		
▪ Reads and studies materials		
▪ Promotes use of reflective journals for teams & self		
▪ Exhibits familiarity with entering and accessing Unit/Lesson Plans on website		