**CAREER COACHING AND MENTORING INSTRUCTIONS**

* Discuss progress and challenges
* Provide additional resources, if needed

**PROVIDE**

* Summary of discussion ▪ Resources
* Recommendations ▪ Training Opportunities
* Facebook Group info ▪ Peer Call Information
* Satisfaction Survey Link ▪ Demographic Survey Link
* Request additional information, if needed
	+ What are they seeking coaching for?
	+ What do they hope to achieve through the session?
* Propose a scheduled time to talk

**PEER REQUESTS A COACHING SESSION**

**POTENTIAL DISCUSSION TOPICS**

* Barriers/Challenges at work
* Positives at work
* Potential actions to achieving goals
	+ Potential challenges/barriers
* Gather resources and information
* Determine WISE trainings/webinars available
* Review gathered materials

**FOLLOW UP**

 **(Email)**

**(Within 1 week)**

**CONNECT**

**(Phone/In-person)**

**PREPARE**

**RESPOND**

**(Within 72 hours)**

**CHECK-IN (if needed)**

**(Email/Phone/In-person)**

**(2-3 weeks after follow up)**

**WISE PEER COACHING SESSION**

INCLUDE ALL NECESSARY DOCUMENTATION: (A) YOUR EMAILS SENDING DEMOGRAPHIC FORM AND SATISFACTION SURVEY TO PEER; (B) COMPLETED DEMOGRAPHIC FORM

|  |  |
| --- | --- |
| Coach Name: | TYPE YOUR NAME HERE |
| Peer Name: | TYPE PEER’S NAME HERE |
| Date, Time, and Duration of Initial Coaching Session: | TYPE INFO HERE |
| Peer Email and Phone: | TYPE INFO HERE |
| Date Demographic Form Sent to Peer: | TYPE DATE HERE | Demographic Form Completed? (Y/N) | TYPE YES OR NO HERE |
| Date Satisfaction Survey Sent to Peer: | TYPE DATE HERE | Satisfaction Survey Completed? (Y/N) | TYPE YES OR NO HERE |

|  |
| --- |
| **Peer Needs, Ongoing Issues, Coaching Goals** |
| TYPE NOTES HERE |
| **Resources Suggested or Provided** |
| TYPE NOTES HERE |
| **Coaching Plan/Next Steps**  |
| TYPE NOTES HERE |
| **Date/Time of Follow Up Meeting** |
| TYPE NOTES HERE |
| **Significant Outcomes** |
| TYPE NOTES HERE |