



Mentor Checklist

Peer Coach Training Workshop

12/08

Packs for participants

Should include:

- Front Cover
- “Group Leader Thinking Like Scientists” and “Coaches Thinking like Scientists” Forms
 1. Preparing for Video Consultation (to be sent to new group leaders)
 2. Checklist of Training Steps Required for Accreditation of IY Peer Coach
 3. Overview of Coach and Mentor Individual Video Feedback Process
 4. Peer Coach Video Checklist
 5. IY Parent Group Leader Checklist
 6. Collaborative Parent Group Leader Process Peer & Self-Evaluation Form
 7. Incredible Years Peer Coach Self-Evaluation Form
 8. Incredible Years Evaluation of Quality of Peer Coaching
 9. Telephone Consultation Form
- Parent Programme Agendas & Checklists for each session (preschool or school age version)
- Name badges
- Stickers, candy rewards
- Peer Coaching Workshop Evaluations

Day 1

Facilitators require

- 15x Peer Coach Self-Evaluation Forms (*in addition to those in their packs*)
- 15x Collaborative Parent Group Leader Process Peer and Self Evaluation Form (*in addition to those in their packs*)
- 15x Day 1 Evaluation Forms
- 15x Day 2 requirements handout
- Attendance list
- Video clips of own and other trainer/mentor coaching sessions
- Video clips of new group leaders delivering parent groups – select a range of skill level to include both competent group leaders and those requiring a lot of support.

Session Outline

_____ **Ground rules** –especially important re who shown on tapes

_____ **Introductions** with brief sharing of experiences of providing peer support and coaching-acknowledge experience/# of groups/supporting others

_____ Complete self-evaluation checklist on own supervisory practice and discuss (#7)

_____ **Goals** of participants (buzz using scientist goals form – then share in group); purpose of training peer coaches

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- Review agenda
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- Talk about what is sent to leaders ahead of time to prepare (#1)
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- Discuss accreditation criteria (use Checklist #2 of Training Steps Required for Accreditation of IY Peer Coach)
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- Review handout Overview of Coach and Mentor Video Feedback of Parent Group Leaders (#3)

Definitions:

Supervision –management/control/directing/command

Coaching-teaching/supporting/training

Skills of Coaching/Supervision

Brainstorm/Buzz:

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- What makes supervision/coaching safe?
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- What makes good supervision/coaching?
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- Play tapes of own and other trainer/mentor providing supervision/coaching of video session
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- Pause several times to reflect on strategies modelled by trainer/mentor to highlight key principles of peer coaching (write on flip chart- aspects of giving feedback & peer coaching)
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- Ensure key teaching points as identified on the Peer Coach Checklist (#4) are highlighted during the discussion.
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Peer Coach Practice (must spend at least half the day on this section)

- Play tapes of new group leaders delivering courses
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- Pause several times to reflect on parent group leader skills and areas for feedback.
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- Ensure Peer Coaches identify:
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- Positive strategies to be reinforce good practice and
-
- Skills for parent group leader to work on
-
- THEN**
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- Facilitate discussion to identify how peer coaches would feedback constructively
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- Complete several role plays to practice peer coach skills (coach & 2 group leaders)
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- Role play giving feedback using the checklists:
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- Key points
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- Forms give vocabulary for giving feedback
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- Provide verbal feedback, not just praise
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- Provide opportunity for group leaders to self reflect
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- Problem solving
-

Between Day 1 and Day 2

Participants assigned “Buddy pairs” by facilitators and asked to keep in touch to share the following:

- Share a fascinating fact about each other.
- Share a goal you have set yourself around peer coaching

- Share a personal strength you have in your peer coaching of others and a key area you are developing.

Prior to Day 2 participants were reminded to bring those items listed below “Peer Coach to bring”.

Day 2

Facilitators require

- Set of Peer Coach Self-Evaluation Forms (*in addition to those in their packs*)
- Collaborative Parent Group Leader Process Peer and Self Evaluation Form (*in addition to those in their packs*)
- Day 2 Evaluation Forms
- Certificates of completion of Peer Coach Training
- Name badges
- Badges to identify roles e.g. Peer Coach, Group Leader

Peer Coaches to bring

- Cued video clip of themselves delivering supervision with their new co-leaders.
- Completed Self Evaluation of Supervision Checklists (#7)
- Completed Evaluation of Supervision Checklist completed by their co-leaders. (#8)
- Copies of parent group paperwork from groups leaders they have been peer coaching to include:
 - Parent goal list
 - Parent evaluations
 - Attendance list
 - Completed session checklist
 - Principles covered

Session Outline

Introductions

Review goals set at Day 1

Feedback from “Buddy pairs” with emphasis on strengths and challenges to help identify specific goals for the session (write on flip chart). Keep brief.

In buddy pairs review paperwork completed in peer coach sessions by their group leaders.

Pose question: How have you used the paperwork to help your group leaders develop their group leadership skills?

Video Review of Peer Coaches

Most of the day to be spent on the following which is conducted as a consultation day. Each participant shows a video clip of themselves peer coaching group leaders and describes what they would like feedback on.

Watch video of participants peer coaching and reflect on practice

- _____ Highlight and reinforce peer coaching skills and strategies verbally
- _____ Highlight key teaching points on flip chart
- _____ Brainstorm solutions to difficulties (e.g. have participants share ideas on how to give feedback to group leaders who may be struggling etc)
- _____ Participants to role play giving feedback to group leaders (use badges to clearly define roles as Peer Coach and Group Leader)
- _____ Pull out principles of supervision/peer coaching
- _____ Model the skills of supervision/peer coaching
- _____

Summary

- _____ Summarise key learning from the day
- _____ Have each participant set themselves a specific skill from the Peer Coach Video Review Checklist to work on in their next peer coaching session
- _____ Give handout: The next steps to becoming a Peer Coach
- _____ Complete Day 2 evaluation forms
- _____