Virtual Coaching Plan  
ELL Co-Enrollment Pilot Program

### Definition, Goal, and Structure

Virtual coaching is a dedicated time for the TA and partnership teams to check in on the progress of the pilot program and work together towards programmatic success. It is a time to sort through what is working and what is not, address challenges, create solutions, and share best practices. The goal of virtual coaching is to provide project teams with individualized, timely, responsive support that allows for real-time strengthening of project delivery.

The structure of the virtual coaching may vary from site to site and call to call depending on the specific needs of each site throughout the grant period. Using the TA plan and grant outcomes as a guide, each site lead will work in tandem with the TA team to select areas of focus and create an agenda. Common practices used in virtual coaching include:

- The TA joining in a regularly scheduled meeting between partners to provide a fresh perspective or insight into a technical question
- A conversation between the TA and one specific partner who is working to strengthen a key project activity (e.g. revising a curriculum, strengthening training materials for a job coach)
- A conversation between the TA and the entire project team to unpack a specific challenge (e.g. participant attrition) from a multi-faceted perspective; as a part of this the TA may provide specific resources, examples of practices from other sites, or strategies derived from other evidence-based practices

### When Will It Take Place?

Virtual coaching will take place quarterly, beginning in Quarter 3. All calls will be scheduled in advance with the TA team and site leads and every effort will be made to identify a time that is convenient for all participants. Most virtual coaching sessions will last for between 30-90 minutes.

### Who Participates?

The participants in each virtual coaching session will depend on the goals and topics of the session. All partners should be prepared to participate up to once a quarter in these calls and the TA will rely on the site lead to ensure relevant participant(s) from each partner organization are able to attend.

### How Will We Connect?

Virtual Coaching will take place virtually over Zoom, a conference call line, or other online platform to be determined based on the scope of the call and participants to be included.