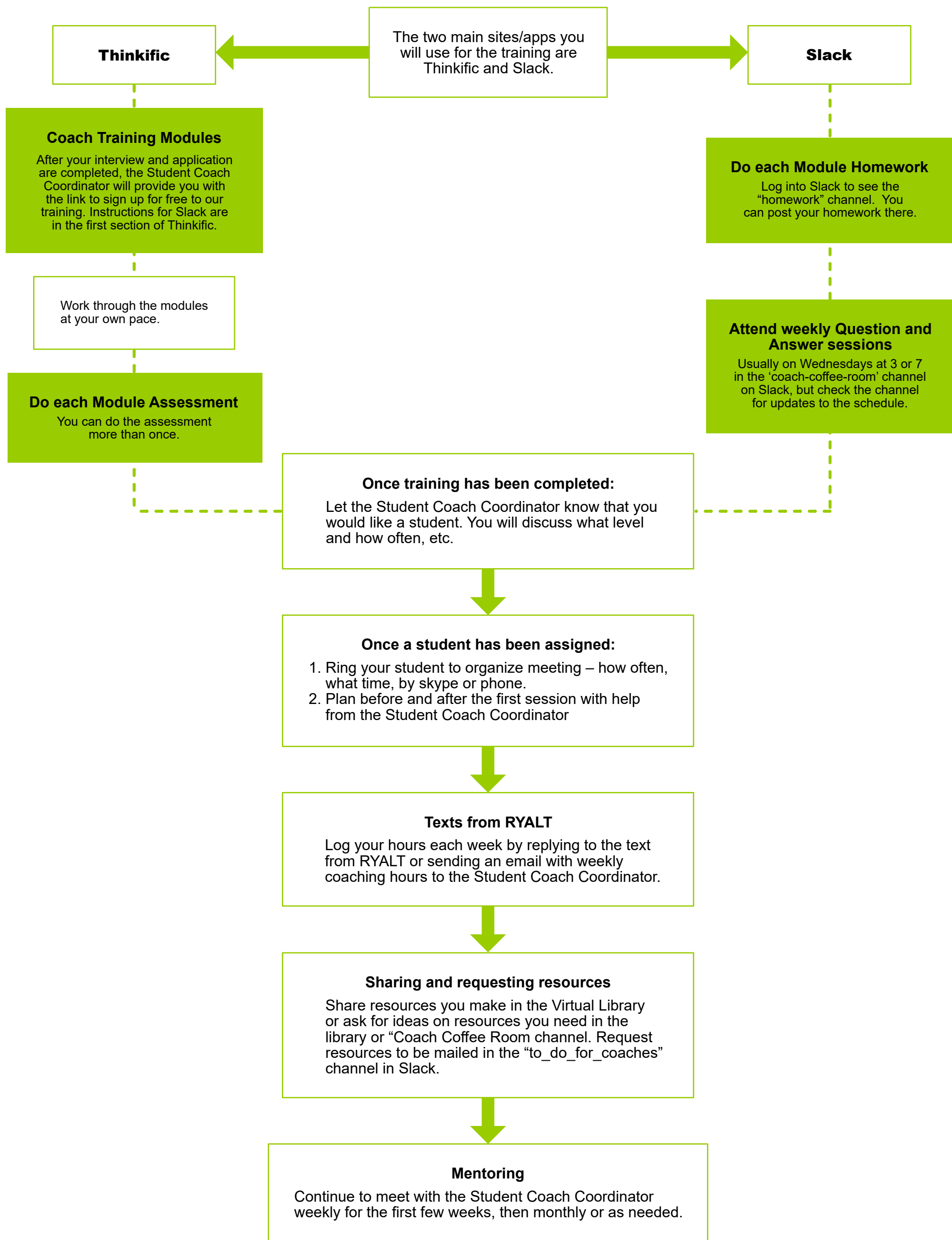




# How the Training Works



## Preparation for the Training - Application, Interview, Joining Slack

1. Please complete your application. It can be scanned and emailed, or posted.
2. Meet with the Student Coach Coordinator for an interview.
3. Next you will be given the link to sign up for a free account to access all the training online (on Thinkific). The Student Coach Coordinator will email you the link.
4. You'll also receive an invitation to Slack, our chat program. You can contact any person in the organization on Slack. There is a demo video on setting up and using Slack in the first section of the training.

*Please don't feel intimidated by the technology as both the Student Coach Coordinator and our Tech Volunteers will go out of their way to help. They are used to helping new coaches who have problems with the tech – you are not the first!*

## The Training Procedure

1. Sign up via the link that is provided by the Student Coach Coordinator.
2. Follow the prompts, answer the questions, and watch the videos.
3. There are articles and other materials to read as well.
4. Once you have completed the modules you can request to meet with the Student Coach Coordinator to discuss taking on a student. You will discuss your preferences in terms of number of days per week, level of student, etc. We recommend meeting with your student 3 – 5 days a week for a maximum of 30 minutes each time.

## Support Systems - Slack and Q&A Sessions

1. You will receive an email with an invitation to join Slack. If you don't see this, please check your spam folder.
2. Once you've signed up for Slack, find the "Direct Message" section. Click on the "+" symbol and search for the Student Coach Coordinator by first name. You can find anyone in the organization that way.
3. In Slack, look for the channel called "Coach Coffee Room." You can see the other people who are currently training, or have recently trained, to the right of the messages. Look for the heading 'Members'.
4. We encourage you to talk to each other in the "coffee room" – or send a direct message if you prefer.
5. At any time during the training, and afterwards, you can request a meeting (via Slack) with the Student Coach Coordinator.
6. Watch the "Coach Coffee Room" for updates to the Question and Answer times.

## Getting a Student

1. **We offer you a student:**  
You will be asked to work with a student, shown their writing sample and asked if you would feel comfortable working with that person. It is your decision if you feel comfortable taking on a particular student. We won't foist someone on you if you aren't comfortable with them.

**2. Once you are matched with a student:**

- a. You meet via Slack with the Student Coach Coordinator to plan for the first few sessions.
- b. Depending how confident you feel, you will meet again after the first few sessions.
- c. You can continue to meet weekly for the next weeks.
- d. After that you can meet monthly or whenever needed. The expectation is that every coach working with a student meets with the coordinator at least once a term, but if you are newer you will probably need to meet more often – it is your call.

**3. Texts:**

- a. You will receive texts from RYALT asking for the number of hours you worked with a student.
- b. We have found this to be the best way to collect this information, which we need so that we can prove to funders that we are doing what we say we are doing.
- c. The texts will cost you a small amount of money (about 20c) each time you send a reply.
- d. We are happy to reimburse this once a term. You can request a reimbursement by sending a message once a term to the 'to\_do\_for\_coaches' channel.
- e. We prefer you to use the texting system if possible – it's quicker and easier for us and we know it works well - but if you wish to opt out and log hours by sending an email, that is OK.

**4. Sharing and requesting resources:**

- a. Resources are any reading materials that might be useful to other coaches, and worksheets you make or just found really helpful. If you have a relevant news article you have made easier to read or a timeless article that won't date, both will save other coaches some work – so share them! Other coaches are hungry for these things.
- b. Share resources you make in the Virtual Library or ask for ideas on resources you need in the Virtual library or "Coach Coffee Room" channel. You can also ask the Student Coach Coordinator for help with resources at any time.

**5. The 'to\_do\_for\_coaches' channel:**

- a. You can request resources to be sent to your student by sending a message to the 'to\_do\_for\_coaches' channel. Please note that you need to attach the resource. The office can print and mail anything you request – or laminate games etc to send. But they don't have the expertise to find resources for you.
- b. You can request prepaid envelopes for you or your student in the 'to\_do\_for\_coaches' channel as well.
- c. If your student needs headphone/microphone sets or notebooks, send a request to the 'to\_do\_for\_coaches' channel.

**6. Email:** We provide access to Slack and Thinkific for free to our coaches. We can also set up an @adulthood.ac.nz email address if you would like for corresponding with your student.

- a. Our email addresses are actually gmail in disguise so you get a large 30 GB Google Drive with it.
- b. Once we give you the email address, it is yours to keep, even if you stop volunteering for us. As long as you are using it we won't delete it, but we can't see into your email or drive – the only information we have is when it was last used. We can reset passwords for you too.