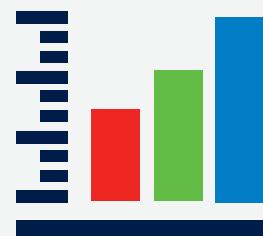


# Coaching Sessions Guide

Go even deeper into schoolwide effectiveness by selecting Coaching Sessions that address the topics that matter most to your school.

## With Coaching Sessions, educators can:

- Identify common challenges that limit high performance.
- Learn best practices from successful *Leader in Me* Schools.
- Align efforts to implement highly effective practices.
- Achieve results in areas that impact current initiatives.



## Align Coaching to Your Top Priorities

Every year the *Leader in Me* Community of educators face a variety of challenges that influence school performance, both for new schools implementing *Leader in Me* and even experienced Lighthouse Schools.

Coaching Sessions give your school a list of different solutions that address common school challenges often revealed through annual MRA (Measurable Results Assessment) data. Each one represents a powerful day of coaching with a clear set of outcomes. Coaching Sessions align to your school's top priorities at any level of the implementation process.

# Align Coaching to Your Top Priorities

Every year the *Leader in Me* Community of educators face a variety of challenges that influence school performance, both for new schools implementing *Leader in Me* and even experienced Lighthouse Schools.

Coaching Sessions give your school a list of different solutions that address common school challenges often revealed through annual MRA (Measurable Results Assessment) data. Each one represents a powerful day of coaching with a clear set of outcomes. Coaching Sessions align to your school's top priorities at any level of the implementation process.

## Membership Levels With Coaching Sessions

**i** Choose from a variety of **Targeted Coaching Sessions** that align to your school's current initiatives.

		LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4+	
ADVANCED	STANDARD	DAY 1	 Establish Systems for Measurable Results	 Empower Student Academic Growth	 Close Your Proficiency Gaps	 Targeted Coaching Session
		DAY 2	 Strengthen Lighthouse Action Teams	 Leverage Goals to Achieve Growth	 Replace "I Teach" With "We Learn" Classrooms	 Targeted Coaching Session
	DAY 3	 Targeted Coaching Session	 Targeted Coaching Session	 Targeted Coaching Session	 Targeted Coaching Session	




**i** **Achieve Measurable Results** is a Targeted Coaching Session *recommended annually* for Day 1 of Levels 4+.

**i** **Custom Coaching Sessions** are available and can be tailored to your school's needs.



## CORE COACHING SESSIONS



Core Coaching Sessions are included with Annual Membership to ensure schools master highly effective practices of the *Leader in Me* Framework in order to achieve Lighthouse Certification and sustain a high-performing school culture over time.

LEVEL	COACHING SESSION	PAGE
Level 1	Establish Systems for Measurable Results	4
Level 1	Strengthen Lighthouse and Action Teams	4
Level 2	<a href="#">Empower Student Academic Growth</a> 	5
Level 2	<a href="#">Leverage Goals to Achieve Growth</a> 	6
Level 3	<a href="#">Close Your Proficiency Gaps</a> 	4
Level 3	Replace “I Teach” With “We Learn” Classrooms	7



## TARGETED COACHING SESSIONS

Targeted Coaching Sessions are optional, and provide schools with a variety of additional solutions to common challenges in a cycle of continuous improvement. With Targeted Coaching Sessions, schools can go even deeper into schoolwide effectiveness by choosing from a growing list of relevant topics that align to your most important initiatives.

COACHING SESSION	PAGE
Achieve Measurable Results ( <i>Recommended Annually</i> )	8
Use <i>The First 8 Days</i> to Establish Leadership Classrooms	9
Align <i>Leader in Me</i> With Other School Priorities	10
Discover the Power of the Core Paradigms	11
Check Your School’s Lighthouse Review Readiness	12
Build a High-Trust Team	13
Grow Leadership in Others Through Coaching	14
Cultivate Leadership in Your Lighthouse Team	15
Build Trust With Students	16
Power Up Your PLTs With Collaborative Planning and Reflection	17
<a href="#">Cultivate Student Ownership of Goals</a> 	18
Close Your Class-Proficiency Gaps	19
<a href="#">Close Your Grade/Department- and School-Proficiency Gaps</a> 	20



## ACADEMIC GOALS TRACK

The Academic Goals Track outlines a sequence of Coaching Sessions that help schools improve academic proficiency metrics. By mastering the *4 Disciplines of Execution*® (4DX) in five (5) levels of this track, educators can work to improve schoolwide performance in academics.

# Core Coaching Sessions

Core Coaching Sessions are included with Annual Membership to ensure schools master highly effective practices of the *Leader in Me* Framework in order to achieve Lighthouse Certification and sustain a high-performing school culture over time.

Below is a summary of each Core Coaching Session for Levels 1-3.



## **Establish Systems for Measurable Results | Level 1 (Day 1)**

The end in mind of this session is to establish the foundational structures necessary to get a school's desired results from *Leader in Me*.



## **Strengthen Lighthouse and Action Teams | Level 1 (Day 2)**

The end in mind of this session is to ensure the Lighthouse Team and action teams know their purpose, and equip them with tools, templates, and skills necessary to ensure the successful implementation of *Leader in Me*.



## **Empower Student Academic Growth | Level 2 (Day 1)**

The end in mind of this session is to gain a deeper understanding of the *4 Disciplines of Execution*® (4DX®), maximize results of student-academic Wildly Important Goals® (WIGs), and align student WIGs to school WIG(s).



## **Leverage Goals to Achieve Growth | Level 2 (Day 2)**

The end in mind of this session is to equip teachers to set class-growth Wildly Important Goals (WIGs) and lead measures, and be able to scoreboard, analyze, and celebrate growth.



## **Close Your Proficiency Gaps | Level 3 (Day 1)**

The end in mind of this session is to help teachers and the grade level/departments apply 4DX within their profession to help close proficiency gaps and achieve schoolwide goals.



## **Replace “I Teach” With “We Learn” Classrooms | Level 1 (Day 2)**

The end in mind of this session is to focus on instruction that builds learner-centered classrooms and equips teachers to help students lead their own learning.



# Empower Student Academic Growth

The end in mind of this session is to gain a deeper understanding of the *4 Disciplines of Execution*® (4DX®), maximize results of student academic Wildly Important Goals® (WIGs), and align student WIG(s) to school WIG(s).

**Prerequisites:** *Aligning Academics* or equivalent training

## **Meet with administrator(s) and Lighthouse Coordinator(s).**

- Understand the “why” behind connecting school and student goals.
- Refine or create school academic WIG(s).
- Access additional data as needed.

## **Meet with grade-level/department teams.**

- Commit to school academic WIG(s).
- Differentiate between student proficiency and student growth.
- Embrace the “why” behind connecting school and student goals.
- Understand how to engage students with 4DX.
- Identify student Leadership Notebook® resources.

## **Meet with the Academic Action Team Representative(s).**

- Establish a Leadership Notebook routine.
- Develop a lead-measure “pick list.”

## **Meet with all staff before or after school.**

- Reconnect to the Core Paradigms.



# Leverage Goals to Achieve Growth

The end in mind of this session is to set class, grade/department, and school growth Wildly Important Goals® (WIGs) and Lead Measures and be able to scoreboard, analyze, and celebrate growth.

**Prerequisites:** *Aligning Academics* or equivalent training

## **Meet with administrator(s) and Lighthouse Coordinator(s).**

- Understand the WIG-Alignment Chart.
- Refine school academic WIG(s) as needed.
- Access any additional data required.

## **Meet with grade-level/department teams.**

- Establish the “why” behind the class Wildly Important Goal(s) (WIG).
- Set class academic-growth WIG(s).
- Synergize around public-facing class scoreboards.
- Determine routines for gathering class data.
- Schedule time for data reviews.
- Embrace classroom celebrations.

## **Meet with the Schoolwide-Goal Achievement Action Team or team representative(s).**

- Set grade-level/school academic-growth WIG(s).
- Synergize around grade-level/department private-facing scoreboards.
- Determine routines for gathering grade-level data.
- Schedule time for data reviews.
- Embrace grade-level/department celebrations.

## **Meet with all staff before or after school.**

- Reconnect to the Core Paradigms.



# Replace “I Teach” With “We Learn” Classrooms

The end in mind of this session is to build on teachers’ previous knowledge and determine next steps in constructing empowering lesson plans.

**Prerequisites:** *Empowering Instruction* training

**Meet with administrator(s), Lighthouse Coordinator(s), and Empowering-Instruction Action Team or team representative(s).**

- Cultivate the Paradigm of Motivation.
- Maximize interest in releasing learning to students.
- Align current instructional methodologies.
- Create a plan for sharing student-led lessons.

**Meet with grade-level/department teams.**

- Cultivate the Paradigm of Motivation.
- Generate interest in releasing learning to students.
- Recognize the components of an empowering lesson.
- Create a student-led lesson.
- Collaborate with the grade-level/department team.

**Meet with all staff before or after school.**

- Reconnect to the Core Paradigms.





# Achieve Measurable Results

The end in mind of this session is to address the specific needs and opportunities discovered through the Measurable Results Assessment (MRA) that will impact results in leadership, culture, and academics.

**Prerequisites:** All installation workshops, annual MRA

## **Meet with administrator(s) and Lighthouse Coordinator(s).**

- Review the MRA results and opportunities for growth and improvement.
- Understand district context and priorities.
- Develop options for intervention.
- Identify key strategies to pursue that align with school and district priorities.
- Set targets for school year growth.

## **Meet with the Lighthouse Team.**

- Review (or formulate) the annual *Leader in Me* implementation plan.
- Make modifications to plan based on selected priorities and strategies.
- Identify changes in personnel and resource gaps.
- Adapt Lighthouse Team assignments based on priorities.
- Realign action teams to ensure plan execution.

## **Meet with grade-level/department teams.**

- Explain insights from MRA, as well as priorities and targets for the year.
- Identify key behavioral changes required for improvement.
- Establish collaboration and accountability routines.

## **Meet with all staff before or after school.**

- Reconnect to the Core Paradigms.
- Grow vision for measurable results in leadership, culture, and academics.



Achieve Measurable Results is a Targeted Coaching Session recommended annually for Day 1 of Levels 4+.





# Use *The First 8 Days* to Establish Leadership Classrooms

The end in mind of this session is to help prepare teachers to create or refine collaborative, trusting classroom cultures that last all year long.

**Prerequisites:** None

**Meet with administrator(s) and Lighthouse Coordinator(s).**

- Understand the intent behind *The First 8 Days*.
- Leverage the content to create leadership classrooms schoolwide.
- Strategize to make informed decisions about use of the content.

**Meet with the Student-Learning Action Team or team representative(s).**

- Understand the intent behind *The First 8 Days* content.
- Learn how to access *The First 8 Days*.
- Develop a timeline for schoolwide implementation.
- Empower staff to teach the content, beginning in the fall.

**Meet with grade-level/department teams.**

- Envision a leadership classroom.
- Learn how to access *The First 8 Days*.
- Maximize lessons to cultivate a leadership classroom.
- Generate a plan for delivery of lessons.

**Meet with all staff before or after school.**

- Reconnect to the Core Paradigms.



# Align *Leader in Me* With Other School Priorities

The end in mind of this session is to learn how *Leader in Me* can be the “operating system” that connects current initiatives and mandates in your school.

**Prerequisites:** None

**Meet with administrator(s), Lighthouse Coordinator(s), Professional-Learning or Schoolwide-Goal Achievement Action Teams or team representative(s), or a combination of the above.**

- Identify and define desired results of key initiatives and mandates.
- Align key initiatives and mandates to *Leader in Me*.
- Identify and reflect on existing *Leader in Me* systems and structures.
- Explore examples of systems and structures.
- Integrate applicable systems and structures.
- Establish a plan for ongoing collaborative reflection.

**Meet with all staff before or after school.**

- Reconnect to the Core Paradigms.



# Discover the Power of the Core Paradigms

The end in mind of this session is to equip teachers to help students see themselves as leaders and appreciate differences through the power of the Core Paradigms.

**Prerequisites:** None

**Meet with administrator(s) and Lighthouse Coordinator(s).**

- Reconnect to the Core Paradigms.
- Acknowledge the power of a Paradigm Shift.
- Identify desired outcomes.
- Develop a schoolwide strategy for sharing the Core Paradigms with students.

**Meet with the Student-Learning Action Team or team representative(s).**

- Reconnect to the Core Paradigms.
- Acknowledge the power of a Paradigm Shift.
- Create direct-teach methods for teachers.

**Meet with grade-level/department teams**

- Reconnect to the Core Paradigms.
- Acknowledge the power of a Paradigm Shift.
- Synergize around the grade-level strategy.
- Generate developmentally appropriate lesson ideas.
- Identify time to finalize lessons.

**Meet with all staff before or after school.**

- Rekindle enthusiasm.



# Check Your School's Lighthouse Review Readiness

The end in mind of this session is to provide a deep understanding of the Lighthouse Review Day process, identify key areas of continued preparation using the Lighthouse Rubric, and develop action plans geared toward a successful Lighthouse Review Day outcome.

**Prerequisites:** Level 3+ schools including *Empowering Instruction* training; completion of a *Leader in Me* Evidence Binder

## **Meet with administrator(s) and Lighthouse Coordinator(s).**

- Understand the purpose, scope, and process of a Lighthouse Review.
- Assess current levels of implementation using the Lighthouse Rubric.
- Identify desired results.
- Develop action plans.

## **Meet with administrator(s), students, staff, volunteers, and others as needed.**

- Build an understanding of the Lighthouse Review Day activities.
- Recognize roles of different school members.
- Identify areas for improvement.
- Practice skills for the Lighthouse Review Day.
- Increase the Lighthouse Review Day comfort level of student leaders.

## **Meet with the Lighthouse Team.**

- Understand implementation through the Lighthouse Rubric.
- Leverage New-Staff Learning to further desired results.
- Enhance areas of strength.
- Develop action plans for continued growth to Lighthouse Certification.

## **Meet with all staff before or after school.**

- Reconnect to the Core Paradigms.



# Build a High-Trust Team

The end in mind of this session is to help leaders develop the skills needed to build a high-trust team using FranklinCovey's Leading at the *Speed of Trust*<sup>®</sup> content, including the 13 Behaviors<sup>®</sup> of High Trust.

**Prerequisites:** None

## **Meet with administrator(s) and Lighthouse Coordinator(s).**

- Understand the impact of personal leadership.
- Reconnect with action plans (where applicable).
- Realize the impact of increased trust within the school community.
- Assess current levels of trust.
- Identify desired results.
- Leverage the 13 Behaviors of High Trust to further desired results.
- Create action plans.

## **Meet with the Lighthouse Team.**

- Understand the impact of personal leadership.
- Realize the impact of increased trust within the Lighthouse Team and between the Lighthouse Team and action teams.
- Identify desired results.
- Leverage the 13 Behaviors of High Trust to further desired results.
- Create action plans.

## **Meet with the Staff Lighthouse Action Team, Student Lighthouse Team, or Family Lighthouse Team.**

- Understand the impact of personal leadership on trust.
- Leverage the 13 Behaviors of High Trust to further desired results.
- Enhance leadership opportunities within the school.

## **Meet with all staff before or after school.**

- Reconnect to the Core Paradigms.



# Grow Leadership in Others Through Coaching

The end in mind of this session is to move from solving problems by telling others what to do, to developing leadership in others using FranklinCovey's *The 4 Essential Roles of Leadership™*.

**Prerequisites:** None

**Meet with administrator(s) and Lighthouse Coordinator(s).**

- Understand the coaching framework, mindset, and skills.
- Complete the “Coach Potential” self-assessment.
- Acknowledge the cultural impact of listening, questioning, acknowledging, and providing feedback.
- Develop a Leadership Implementation Plan.

**Meet with the Lighthouse Team.**

- Understand the coaching framework, mindset, and skills.
- Acknowledge the cultural impact of listening, questioning, acknowledging, and providing feedback.
- Develop a Leadership Implementation Plan.

**Meet with all staff before or after school.**

- Reconnect to the Core Paradigms.



# Cultivate Leadership in Your Lighthouse Team

The end in mind of this session is to leverage the benefits of FranklinCovey's *The 4 Essential Roles of Leadership*<sup>™</sup> and *Leading at the Speed of Trust*<sup>®</sup> content to build leadership potential in the Lighthouse Team.

**Prerequisites:** None

## **Meet with administrator(s) and Lighthouse Coordinator(s).**

- Acknowledge the leadership potential of the Lighthouse Team.
- Recognize the benefits of a well-led Lighthouse Team and action teams.
- Identify desired results.
- Embrace Lighthouse Team Action Plans.
- Empower the Lighthouse Team to carry out action plans.

## **Meet with the Lighthouse Team.**

- Recognize the importance of their role as leaders.
- Understand the impact of modeling.
- Connect the Lighthouse Team's work to the school's vision.
- Understand how to execute the implementation strategy.
- Coach potential in action-team members.
- Leverage the impact of trust on achieving results.
- Create action plans to build trust within their role.
- Develop a cadence of accountability.

## **Meet with all staff before or after school.**

- Reconnect to the Core Paradigms.





# Build Trust With Students

The end in mind of this session is to help teachers develop the skills needed to build a high-trust classroom using FranklinCovey's Leading at the *Speed of Trust*<sup>®</sup> content, including the 13 Behaviors<sup>®</sup> of High Trust.

**Prerequisites:** None

**Meet with administrator(s) and Lighthouse Coordinator(s).**

- Familiarize themselves with Leading at the *Speed of Trust*<sup>®</sup> content, including the 13 Behaviors of High Trust.
- Recognize the impact of increased trust in classrooms.

**Meet with Empowering-Instruction and/or Leadership-Environment Action Teams or team representative(s).**

- Understand the impact of personal leadership.
- Recognize the impact of increased trust in classrooms.
- Understand Leading at the *Speed of Trust*<sup>®</sup> content including the 13 Behaviors of High Trust.
- Identify desired results.
- Leverage New-Staff Learning to achieve desired results.
- Develop a plan for classroom teachers' skill development.

**Meet with grade-level/department teams.**

- Understand the impact of personal leadership.
- Recognize the impact of increased trust in classrooms.
- Understand Leading at the *Speed of Trust*<sup>®</sup> content, including the 13 Behaviors of High Trust.
- Identify desired results.
- Leverage New-Staff Learning to achieve desired results.

**Meet with all staff before or after school.**

- Reconnect to the Core Paradigms.



# Power Up Your PLTs With Collaborative Planning and Reflection

The end in mind of this session is to empower Professional Learning Teams (PLTs) to continually improve by engaging with the Learning Cycle and aligning to the principles of collaboration and reflection.

**Prerequisites:** *Empowering Instruction* or equivalent training

## **Meet with administrator(s) and Lighthouse Coordinator(s).**

- Understand the importance of collaborative planning and reflection.
- Assess the impact of current planning and reflection systems.
- Innovate to establish or improve teacher-planning and reflection systems.
- Establish personal planning and a reflection plan.
- Model collaborative planning and reflection skills.

## **Meet with Empowering-Instruction and/or Leadership-Environment Action Teams or team representative(s).**

- Understand the importance of collaborative planning and reflection.
- Assess current team-planning and the reflection system.
- Innovate to establish or improve team-planning and the reflection system.
- Establish personal planning and a reflection plan.
- Model collaborative planning and reflection skills.

## **Meet with grade-level/department teams.**

- Understand the importance of collaborative planning and reflection.
- Establish grade-level/department planning and a reflection plan.
- Model collaborative planning and reflection skills.

## **Meet with all staff before or after school.**

- Reconnect to the Core Paradigms.



# Cultivate Student Ownership of Goals

The end in mind of this session is to engage students in academic growth by connecting personal meaning to goal setting, tracking, reflecting, and growing.

**Prerequisites:** "Empower Student Academic Growth" Coaching Session

**Meet with administrator(s) and Lighthouse Coordinator(s).**

- Understand the Wildly Important Goal® (WIG) Chart.
- Reconnect with school academic proficiency WIG(s).
- Determine a schoolwide Leadership Notebook® system.

**Meet with the Student-Led Achievement Action Team or team representative(s).**

- Understand the WIG-alignment chart.
- Reconnect with school academic-proficiency WIG(s).
- Support teacher skills to help students write academic WIG(s).
- Share ideas for a grade-level Leadership Notebook system.
- Establish a schoolwide Accountability Partner system.
- Engage with reflection strategies.

**Meet with grade-level/department teams.**

- Guide students to recognize personal learning patterns.
- Help students understand the "why" behind their goals.
- Support students in identifying academic WIG(s) and lead measures.
- Establish a routine for tracking goals in Leadership Notebooks®.
- Engage students in reflection strategies.
- Orchestrate Accountability Partners.
- Implement growth celebrations.

**Meet with all staff before or after school.**

- Reconnect to the Core Paradigms.



# Close Your Class-Proficiency Gap

The end in mind of this session is to apply the *4 Disciplines of Execution*® (4DX) to help close proficiency gaps and achieve school goals.

**Prerequisites:** *Aligning Academics* or equivalent training

**Meet with administrator(s) and Lighthouse Coordinator(s).**

- Discuss academic progress.
- Determine expected proficiency rates.

**Meet with grade-level/department teams.**

- Align the class WIG to the school WIG.
- Establish interim class-assessment data checks.
- Explore teacher lead measures.
- Create private-facing scoreboards around teacher WIGs and lead measures.
- Set a "cadence of accountability."
- Establish staff celebrations.
- Collaborate on ongoing successful strategies.

**Meet with all staff before or after school.**

- Reconnect to the Core Paradigms.



# Close Your Grade/Department- and School-Proficiency Gaps

The end in mind of this session is to help grade-level/department teams close their proficiency gap, leading to schoolwide achievement.

**Prerequisites:** *Aligning Academics* or equivalent training

**Meet with administrator(s) and the Lighthouse Coordinator(s).**

- Discuss academic progress.
- Determine expected proficiency rates.

**Meet with grade-level/department teams.**

- Align the grade-level/department WIG to the school WIG.
- Establish interim grade-level/department assessment-data checks.
- Brainstorm grade-level/department lead measures.
- Create private-facing scoreboards around the grade-level/department WIG and lead measures.
- Set a cadence of accountability within Professional Learning Teams (PLTs).

**Meet with the Schoolwide-Goal Achievement Action Team or representative(s).**

- Explore school lead measures.
- Create private-facing school scoreboards.
- Communicate success.
- Create data celebrations.

**Meet with all staff before or after school.**

- Reconnect to the Core Paradigms.



LeaderinMe®