



SURFACE TO SOUL

Live Well | Lead Well | Coach Well

Coach Training Checklist

Prior to Teaching a Class

- Submit bio information using Vibrant Faith template to be posted on Vibrant Faith website.
- Review and sign Vibrant Faith's code of conduct form. If you use resources not provided by Vibrant Faith, submit content to Vibrant Faith's Director of Coaching School or Director of Coaching & Consulting for approval.
- Submit paperwork supplied by Vibrant Faith to ensure timely payment of your compensation.

Before Your Class Begins

- Send a brief welcome message 2 weeks beforehand (sample scripts are available).
- Resend a similar message 2 days beforehand – additional students may have been added.
- In your message include your name and contact information, along with the class title. It should include a warm personal welcome, that you're looking forward to the upcoming class, plus a brief introduction of yourself.
- Be sure to include the Zoom login information and class logistics (dates and times of the class). Include any prep work before the start of class. Become familiar with Zoom and Vibrant Faith's online resources before the class.
- Try to learn as much as you can about your students. You can get this information from their registration.

When Teaching a Class

- Arrive for class 10 minutes early; take attendance as students come online. Remember to record the class.
- At the beginning of the class inform the students about the steps to follow in case of connectivity issues.
- After you begin the recording, state clearly the name of the class and your name. Also include a brief message to the students that this class is being recorded for learning purposes only. Briefly introduce yourself to the class.
- Welcome students and begin the class promptly. Do not spend valuable time having each participant introduce themselves in detail. Ask them to share their name, ministry role, and one thing they hope to learn or accomplish because of the course.
- Be careful not to say anything of a personal nature that you or a student would not want to be recorded for others to hear. Suggest that students contact you outside of class or after the recording has ended.
- Complete the recording conversion process. Name the recording file as follows: class name, date, faculty name. In Zoom, be sure to save the recording in the cloud.
- While you are responsible for teaching the material for your class, it is also your responsibility to connect the current learning with previous and future classes, and to contextualize it for the students that are present.
- In every class there should be a demonstration of the materials you are teaching. Share ways that you have used the material or concepts in the coaching that you do. Our classes are a combination of content and practical demonstration, and application. Regularly invite students to ask questions.
- If this is the first class, spend some time familiarizing the students with available resources. Show students how to access and post information online.

Completing Your Class

- Remind students to complete the class evaluation. Show them where the link is to post their comments.
- Thank the students for their participation. You may also send a brief note of thanks to students if you wish.
- Submit student attendance information and recorded sessions to the Director of Coaching and Consulting.
- Feedback from students will be summarized and shared with instructors.
- Concerning payment for services, instructors/coaches should receive a check for direct payment within 7-10 days following the last class unless other arrangements have been made.



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