



Step 1: Preparing for the Meeting

INSTRUCTIONS

STEP 1 – Preparing for the meeting

- Coach Resources
 - Ready to Coach Today Checklist
 - Everyday Strategies for Working with Families

In STEP 1, you are preparing yourself to get into a family-centered coaching mindset before each meeting with a parent. STEP 1 is an acknowledgement that being fully present for a parent requires preparation and intention by the coach. The two Coach Resources can help you do this; your days are busy and these resources are a means to reset your mindset before each meeting.

Take five minutes before each meeting to review the resources.

Ready to Coach Today Checklist

This checklist is a simple reminder of quick and easy things you can do to calm your mind, set an intention for the meeting, and be sure your physical space is welcoming and reflects your commitment to being fully present for the parent. Over time, you may find that two or three suggestions become your “go to” items. As you become acquainted with using the tips, you may decide to share some with parents as examples of things that might be helpful to them.

Everyday Strategies for Working with Families

This resource takes into account the things you can do as a coach to help reduce the impact of stress and trauma experience by families, as a result of institutional racism, implicit bias, poverty and inequality, when meeting with a parent or family member.

A quick review of this resource provides you with ten practical steps you can take during a meeting with families to help mitigate the impact of stress and trauma. While over time these strategies may become second nature to you, it is helpful to review them daily to make sure you are not missing some that may be key to working with your parents.

READY TO COACH TODAY CHECKLIST

Below are some things you can do before each meeting with a parent to help you get into a family-centered coaching mindset and be fully present for the parent.

How can I help clear my mind to be free from distractions during the coaching session?

- If your mind is racing, jot your thoughts on a piece of paper.
- Draft your to-do list.
- Make note of work you want to address after the parent leaves.
- Take a few minutes to practice mindful breathing. Take 6 deep breathes in and out.

How can I get into a family-centered mindset?

- Think of two strengths you bring to the meeting and two strengths the parent brings to the meeting.
- Identify a phrase to support you such as, "I am ready to enter into an equal partnership with my parent," or "My parent is the expert and I am the guide to the process."
- Spend a minute in self-reflection to explore whether you have any hidden biases that may impact the coaching conversation.

How can I prepare my space?

- Turn off your computer.
- Silence additional phones.
- Clear away any clutter on your desk
- Have a comfortable chair for the parent.

EVERYDAY STRATEGIES FOR WORKING WITH FAMILIES

Knowing that institutional racism, implicit bias, poverty and inequality result in many families experiencing trauma and toxic stress on a daily basis, there are things you can do as a coach to help reduce the impact of this stress and trauma when meeting with a parent or family member.

Based on the insight into best and promising practices from behavioral economics, trauma informed care, and executive skills building, here are ten things you can do every day as a coach to help reduce this stress and trauma on families.

1. Provide a comfortable and **private space** to meet.
2. Ensure that the physical environment reflects/**honors the diverse groups** in the community.
3. Prepare yourself before every meeting to **be a calm presence**.
4. Break action items into **small manageable steps**.
5. **Develop short timelines** for completing small steps to support parents in experiencing success early and consistently.
6. **Provide choices** for parents whenever possible, including when and where to meet and how they would like to receive services or referrals.
7. Identify with parents ways to **set reminders** for themselves.
8. When possible, **eliminate hassle factors** that may affect the parent's participation, such as distance to the coaching meeting location, length of forms that parents complete, convenience of hours, requirements for parent's to participate in the program, etc.
9. Make **decisions together**.
10. Make **information** clear, culturally relevant, and easy to read so that it is easy to act on.