



ASCA National Model Coaching Agenda

[ASCA National Model Templates](#)

Date/Time	School Counselor(s) Preparation:
Hour 1 Date: _____	<ol style="list-style-type: none"> 1. Complete the School Counseling Program Assessment 2. Review School Improvement Plan & highlight SIP goals (have available for Hour 1) 3. Watch videos: <ul style="list-style-type: none"> ○ Model Overview ○ School Data Summary ○ Annual Student Outcome Goal Plan, part 1 4. Complete School Data Summary 5. Start Annual Student Outcome Goal Plan: <ul style="list-style-type: none"> ○ Draft goal statement ○ Collect supplemental data
Hour 2 Date: _____	<ol style="list-style-type: none"> 1. Watch videos: <ol style="list-style-type: none"> a. Annual Student Outcome Goal Plan, part 2 b. Pre- and Post-Assessments c. Closing-the-Gap Action Plan 2. Finish Annual Student Outcome Goal Plan 3. Complete CTG Action Plan/Results Report (<i>Action Plan sections only</i>) 4. Create and administer pre-assessment
Hour 3 Date: _____	<ol style="list-style-type: none"> 1. Watch video: Classroom and Group Mindsets & Behaviors Action Plan 2. Complete Classroom and Group M&B Action Plan
Hour 4 Date: _____	<ol style="list-style-type: none"> 1. Watch video: Use-of-Time Calculator 2. Complete one week of Use-of-Time 5-Day Calculator
Hour 5 Date: _____	<ol style="list-style-type: none"> 1. Watch video: Calendars 2. Draft Annual Calendar for current year and outline what you will accomplish during the rest of the school year 3. Align Annual Calendar with Classroom and Group M&B Action Plan
Hour 6 Date: _____	<ol style="list-style-type: none"> 1. Watch video: School Counseling Vision and Mission 2. Draft vision and mission statements
Hour 7 Date: _____	<ol style="list-style-type: none"> 1. Watch video: School Counseling Advisory Council 2. Identify council members 3. Send invitation 4. Create agenda using template 5. Schedule meeting 6. Conduct meeting 7. Complete minutes using template
Hour 8 Date: _____	<ol style="list-style-type: none"> 1. Watch video: Annual Administrative Conference 2. Complete one week of Use-of-Time 5-Day Calculator 3. Complete Annual Administrative Conference template
Hour 9 Date: _____	<ol style="list-style-type: none"> 1. Watch video: Writing Lesson Plans 2. Choose one lesson currently implemented and documented on the Classroom and Group Mindsets & Behaviors Action Plan and complete the ASCA lesson plan template.

<p>Hour 10 Date: _____</p>	<ol style="list-style-type: none"> 1. Watch video: Results Reports 2. Administer post-assessment 3. Finish the CTG Action Plan/Results Report (<i>Results sections</i>) 4. Complete M&B data graph. 5. Complete Outcome data graph.
<p>Hour 11 Date: _____</p>	<ol style="list-style-type: none"> 1. Watch video: End-of-Year Presentation 2. Create end-of-year presentation 3. Review Program Assessment (baseline) and update. Color coding initial and final responses is helpful.
<p>Hour 12 Date: _____</p>	<p>Draft a plan for next steps</p>

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