

Coaching - Getting Started

Coaching - Decisions

1. Coaching Session Content – Pick a topic from our list of Coaching Topics.
2. Coaching Session Location - At our office or yours?
 - a. **Required In-Person Coaching Resources**
 - i. Quiet boardroom with a projector connected to computer
 - ii. Internet connection - hard-wired preferred over WIFI
 - iii. Login credentials for consultant with suitable permissions
 - iv. Whiteboard and pens and eraser (preferred)
 - b. **SharePoint-specific Resources**
 - i. Separate “sandbox” SharePoint site collection
 - ii. Login with Site Collection Administrator permissions
3. Coaching Session Attendees – Who should attend?
4. Video Recording – available at our site. You’re welcome to record at your site.
5. Coaching - Learning Materials – take your pick!

Coaching – Learning Materials

We are happy to provide a quote to create any of the following types of learning materials customized for your environment:

- Short "how to" videos
- Best Practises handout
- Getting Started Checklist
- One page Quick Reference Guide
- Step-by-step documentation with screenshots and instructions

Coaching Learning Materials Are Available By Request