

LIFEWISE ACADEMY



STEPS 8 & 9 MEETING GUIDELINES

Read these guidelines to help prepare for weekly or bi-weekly meetings with Program Coaches.

Meeting With Your Program Coach

Congratulations on your new role as Program Director! During Steps 8 and 9, you will meet regularly with your assigned Program Coach, who will support you in launching your LifeWise program. Below are important reminders:

- ◆ **Mark your Google Calendar:** Your Program Coach will send a Google Calendar invite to your LifeWise email. Accept the invitation to receive notifications and check your email frequently for any updates.
- ◆ **Be prompt:** Your Program Coach wants to honor your time and commitment to LifeWise. Please sign in for the meeting on time.
- ◆ **Rescheduling:** If you need to reschedule, please contact your Program Coach in advance so that he or she can adjust the meeting time and email a new invite.

Before the Meeting

Here are some helpful ways to be ready for meetings with your Program Coach:

- ◆ **Log into systems.** As part of your onboarding process, you will be given access to Salesforce and Protect My Ministry. Instructions for logging in will be sent to your email. Time-sensitive links are included in this email, and they will expire if not clicked to initiate access. Part of your Training Plan is to navigate these systems and become familiar with their functions. After your initial call, log into Salesforce and Protect My Ministry before every meeting so that you're prepared to provide updates on your Board, staff and volunteers.
- ◆ **Review shared documents.** Your Program Coach will email important information, including your Training Plan and T-Minus Plan. You will receive sharing notifications through your LifeWise email and can access these resources through your LifeWise Google Drive. Please keep these checklists up to date.
- ◆ **Write down questions.** As a LifeWise Program Director, you are taking on many responsibilities at first, and your Program Coach is here to help. If you have questions before your meeting, write them down to discuss with your Program Coach or email your questions ahead of time so that your Coach can gather resources and answers.

Meeting Agenda

- ◆ **Confirm completion of Director Training Plan:** Your Program Coach will verify that your Training Plan is complete and answer any questions before implementing the T-Minus Plan. This will happen during your initial call.
- ◆ **Additional updates and questions:** Discuss any program-related topics not mentioned while reviewing the T-Minus Plan.
- ◆ **Next steps:** The Program Coach will confirm a date/time for the next meeting and briefly list any action items expected to be discussed.

- ◆ **Prayer:** Close in prayer, addressing personal and program-related requests. Take this opportunity to encourage one another and discuss spiritual life.