Coaching and Supervision Checklist

**Coaching** and **supervision** are related, but are NOT the same thing.

***Supervision*** ensures that your VISTA has the right conditions and requirements to perform his or her service, including a full understanding of your organization’s mission, goals, and vision, as well as a solid understanding of your community.

***Coaching*** is about **performance**, **action**, and **strategies** that lead to success. Coachinggrowsfrom the **foundation of good supervision**.

The checklist below represents supervision and coaching techniques that are key for your work with VISTAs. Look for ways to enhance and amplify them.

# Supervision

* Familiarize yourself with each member’s VAD.
* Assess entry capabilities and review the member’s Individual Development Plan (IDP) to map a plan for him or her to build skills and knowledge.
* Create a weekly check-in schedule.
* Prepare for the end-of-service transition.
* Create measurement milestones and progress indicators aligned with project goals (refer to the VAD).
* Provide resources and guidance in working with the community.
* Provide contact methods (phone, text, email, etc.) and reasonable hours of availability for a member to contact you.

# Coaching and Communication

* Promote a culture of ongoing learning and growth.
* Ask open-ended questions and collaborate in problem-solving with your VISTA(s).
* Share with your VISTA(s) your conversation style, how you’ll give feedback, and other working agreements.
* Provide actionable, positive feedback when appropriate.
* Be open to hearing VISTA complaints, obstacles, and frustrations without judgment.
* Assist VISTAs in finding their own solutions to problems.
* Develop protocols for addressing conflict.
* Employ the experiential learning cycle: Describe, Interpret, Generalize, Apply (see David Kolb’s work on [learning styles](http://www.simplypsychology.org/learning-kolb.html) for details).