



COACHING GUIDELINES

- Please arrive on time.
- Please remember to turn off your mobile phone before class.
- Please dress appropriately. You do not need to wear formal clothes, but be aware that you will work with people from different cultures and of various age ranges.
- Please remember that you are representing us in the community so be aware of the impression that you are making on the instructors and learners.
- **Please do not miss a class without letting the instructor know in advance.**

During class, you can best help by:

- Being patient, alert, flexible and assertive.
- Checking students' work and conversations.
- Taking the initiative to help instead of waiting for teachers to tell you what to do.
- Reviewing the material to check your own understanding.
- Checking in with the teacher before and after class to see what the activities will be.
- Being respectful and friendly towards all students.
- Find ways to help the student find the answer. Do not give the answer when possible.

During class, you should NOT:

- Use or talk on your mobile phones.
- Eat in class.
- Do your own homework and/or take notes about the class (This is very distracting to the instructor).
- Translate in the students' native language without the instructor's permission.
- Talk to your friends and/or the other coaches.
- Distract students from the main activity of the class.
- Fall asleep.
- Answer questions for the students. Instead, help the student find the answer.