



## Alumni Coach Job Description

### Requirements

- Minimum of two coaches per planning team
- LBC graduate preferred, but not required
- Preferred experience/interest in subject matter of session day

### Responsibilities

Planning each Leadership Learning Day (LLD) lies solidly in the hands of the current class members. However, every LLD has a set of required elements that must be included (see Coaching Guide for details). Coaches are intended to serve as LBC's quality control agent by ensuring the day is of the highest quality (goal is that 95% of class rate day Excellent or Very Good); provide support and guidance throughout process; keep the team on track; redirect, if necessary; push the team to employ as many experiential learning activities/exercises as possible; and, ensure all required elements are included in the day.

Specific duties include:

- At least two months before LLD, meet with the planning team for initial planning session.
- Set schedule for all planning team meetings. Coaches should make every effort to attend every planning meeting that contains strategic discussions/decisions but are not required to attend meetings team members may want to have amongst themselves to organize.
- Check Program Year Schedule to see if there are any:
  - Peer Mentoring Sessions during the day (allow one hour, if applicable)
  - Leadership Skill Development Sessions (allow one hour, if applicable)
  - Happy Hours after the LLD (attendance is optional; LBC staff will arrange for free appetizers at some locations, so communicate with LBC CEO)
- Ensure the team defines the objective(s) for the LLD *before* planning activities and/or speakers. (As Lewis Carroll said, "If you don't know where you are going, any road will take you there.")
- Outline ideas/format for an engaging day, such as fewer speakers and lots of experiential/interactive exercises, etc.

- Two speakers should be the maximum in any one day, in general. If the team wants the insights of more experts, do a panel presentation rather than three separate speakers one at a time. Class members do not like to sit and listen for more than one hour at a time.
  - Speakers should not present for more than 15-20 minutes and then should engage in interactive dialogue with the class for the remainder of his/her time.
  - Planning team members should ask the speakers to bring questions to engage the class. The planning team should also prepare questions for the speakers to ensure class engagement.
  - Ensure there are interactive exercises throughout the day: debates, case studies, etc. Debates are an excellent way to ensure all perspectives are illuminated.
- If needed, assist in identifying subject matter experts, the most top-level and well-respected authorities in the field, including alumni, where appropriate. Assist in vetting speakers to ensure they are in a top-level position; have authoritative knowledge; and possess excellent presentation skills. Having one trait, but not the others is not good enough.
  - Plan time in the agenda after each speaker/topic for LBC's CEO to facilitate a discussion (20 minutes each) and let her know what she will be facilitating as early as possible.
  - Discuss/review/question planning teams' suggested sites/venues (if any) and logistics. Challenge them to be in a place that the general public does not have access to. Team is not obligated to secure a location; staff will do this.
  - Brainstorm companies who may be a good match to sponsor the day (Sponsorships are \$1,000. Benefits include: welcoming remarks on class day; company spotlight in LBC newsletter; spotlight article/link on LBC website & social media; company logo/link on website session day highlights page; company logo on all marketing, media and promotion associated with the monthly class program session day; and distribution of company materials on program day (i.e., goody bags, branded items). Team is not responsible for securing a sponsor, but their assistance is appreciated.
  - Ensure all planning team meeting notes are updated on SharePoint immediately after every meeting and communicate to CEO that the latest version has been posted for her review.
  - Ensure the day includes all required elements (see Coaching Guide).
  - Ensure team has completed the Session Information Sheet and all accompanying materials (i.e., agenda, bios, data, reports, etc.) one week in advance of session date for distribution to class by staff.
  - If an experiential activity is mandated before session (i.e. Shadow a Principal, etc.), ensure time is allotted to discuss/give feedback during the session day. Experiential activities are noted on Program Year Schedule.
  - Attend the planned day (at least ½ day is required).

## **Time Commitment**

- Coaches need to commit to attending initial, periodic and final planning team meetings. Usually, each team meets four to six times.
- Coaches will attend at least ½ of the session day.
- Coaches should be available to assist throughout planning process.
- Participating in after session evaluations with team members is welcome, but not required.
- Participation in after session coaching reflection questionnaire is very much appreciated.