Procedures for peer coaching

**Identify coaching pairs**
1. Colleagues willing to enter the coaching process
2. Coachee to complete form to identify issue
3. Return form to ____ or to a coach
4. Good coaching match identified

**Coaching takes place**
1. Coaching pair established
2. Specific coaching focus agreed
3. Protocol signed by both colleagues
4. Work carried out within the terms of the protocol
5. Coach and coachee meet at least once a fortnight

**Review and evaluation**
1. Progress reviewed each half-term by the partners
2. Impact of the work agreed between the partners
3. Coaches keep a confidential log of their work
4. Coaches meet each half-term to review their work
5. General feedback to appropriate colleagues

**Notes**
1. The details of the coaching process remain confidential to the coaching pairs.
2. All written notes are the property of the coachee who may choose to share them with others.
3. In the review and evaluation process, names of coachees are not to be identified except with their agreement.