



APG Coaches Checklist

Getting started:

- Is this their first APG meeting/group?
 - How to set and use Norms
 - Engage youth/build rapport/icebreakers
 - Begin with the purpose and the “why” for participating in the APG
 - Set an agenda
 - Set meeting structure
 - Social media policy
 - Ethics
 - Program guidelines
 - Emergency/safety procedures, and emergency contacts or procedures for reporting, feedback/communication loops
 - Debrief training materials/FAQ’s

BEFORE COACHING

- Set agenda with APG Facilitator
 - Ask about Successes/Strengths and Struggles
 - Are there Fidelity tools that are due, and need to be printed, communicated, or reviewed?
 - Are there trainings/deadlines due?
- Ensure that you know the frequency, location, and population APG Facilitators are facilitating APGs with
- Where Facilitators are in the process? Start-up, maintenance, sustainability, crisis, etc.
- Familiarity with APG materials, policies, procedures
 - Social media policy
 - Ethics
 - Program guidelines
 - Emergency/safety procedures and emergency contacts or procedures for reporting, feedback/communication loops
 - Documentation required by Facilitator – day-to-day versus incident report

- Print/have a feedback tool accessible for APG Facilitators to think about how to solicit feedback from participants, as well as use this for giving feedback to the APG Coach
- Identify preferred mode of communication and communicate cancellation policy for coaching
- Scheduling availability

DURING COACHING:

- Verify agenda and timeframe for meeting that day
 - Ask about Successes/Strengths and Struggles
 - General updates
 - Rapport building/ice breaker
 - Follow up/check-in on action items from last coaching
- What's working/not working
 - Is the physical location working?
 - Are they getting adequate or too much support in facilitating the APG and follow up with youth/caregivers, programming?
 - Retention/referrals/community awareness/support
 - Feedback from youth/caregivers and connecting to family supports
- Fidelity protocols/prompts
- Self-care and skill-building areas
- Programming—scheduling, feedback from youth/caregivers, additional supports, resources, funding and sustainability, prioritizing, etc.
- Administering fidelity tools—when, where, how will this be done?
- Documentation required by Facilitator – day-to-day versus incident report
- Schedule the next coaching session before ending
 - Solicit feedback about coaching, agenda items for next time; suggestions for improvements

AFTER COACHING:

- Solicit feedback about coaching, if not done during coaching
- Following through with any action items, review notes
- Confirm that Facilitators send a calendar invitation for their next coaching session