

Staff Time for Participating in Support Circle/IY/SFP Facilitators



The table below breaks down staff time for one facilitator participating in support for one semester (half a year, 2 semesters per year).

| Core Support Activities | |
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| <i>Note: We encourage agencies to check with funders about their requirements for participation in core activities.</i> | |
| Activity | Estimated Time |
| Assessments and beginning goal formation / mid-year goal check-in | 1 hour |
| Coaching call to plan for taping | 1 hour |
| 1 st taping - Send recording to specialist within a week | N/A |
| Group leader reviews and reflects on their recording in preparation for coaching session | 2 hours |
| Coaching session to review feedback and identify areas of strength, goals, etc. | 1 hour |
| 2 nd taping - Send recording to specialist within a week | N/A |
| Group leader reviews and reflects on their recording in preparation for coaching session | 1 hour |
| Coaching session to review feedback and identify areas of strength, goals, etc. | 1 hour |
| Additional Coaching Session | 1 hour |
| Small Group Discussion / PDO | 1 hour |
| Total Hours for Core Activities | 9 hours |
| Additional Supports | |
| <p>The rows above outline the <i>minimum</i> number of hours that facilitators should plan for engaging in support for a given semester. Many facilitators, both new and experienced, may also benefit from additional supports. Examples are listed below. Although every staff person may not need to participate in all activities, we encourage agencies to also consider these additional activities when planning for staff time.</p> <ul style="list-style-type: none"> • <i>Coaching sessions before a series begins. These might also include support around recruitment and retention.</i> • <i>Additional coaching sessions during or after a series for more support and or practice</i> • <i>Participation in Small Group Discussions or Professional Development Topics</i> • <i>Additional time for video review for longer clips or extra time to reflect and make notes.</i> • <i>Additional time for feedback and practice (e.g., multiple facilitators participating, multiple goals being addressed, or extra time for more practice)</i> | <p>Up to 9 additional hours depending on needs</p> |