**Job Coaching Topic Areas of Focus**

Below are potential topic areas of focus within the broader issue of job coaching. These topics have been raised by employers and members with job coaching experience. Members will discuss whether these highlighted topics should be developed into training components. Members should provide feedback if there are other topics or if these are the ones we should further work on. Please note that these topics should be from the employer perspective and to provide them with knowledge of using job coaching as a support.

* Clear understanding and agreement of program expectations from all partners
  + Any job coaching program should be clearly laid out for all partners. While each individual experience may vary, there should be a general agreement on expectations of a program.
* Pre-employment meetings
  + Pre-employment meetings should occur between the job coach and employer, employee and employer, and the three combined. These will give all partners a better understanding of expectations, the employee’s skill sets, potential reasonable accommodations, and any other needs.
* Clear communication structure
  + It should be clear how issues are communicated between the job coach, employee, and employer.
* Support line
  + If the job coach is being provided through a service provider, which is likely, a contact through the service provider organization should be available for employers to address any issues with the job coach.
* Schedule of job coach
  + Like the schedule of the employee, the schedule of the job coach should be clearly communicated to the employer so any needs can be addressed accordingly.
* Clear role for job coach
  + The job coach’s role should be to empower the employee. They are not to “baby sit” or do the job of the employee.
* Change in job coaches
  + Job coaches should not be interchangeable. If there are changes of job coaches, they should be minimal and clearly communicated to all partners.
* Phasing out of job coach
  + Ideally, a job coach’s role is to work themselves out of a job. While this may not be possible in all situations, there should be a plan in place to decrease the job coach’s involvement as the employee gains more independence at the job.
* Off boarding of employee
  + When the employee ends their employment, it is ideal to have meetings occur between the job coach and employer, employee and employer, and the three combined, to debrief the experience. Topics such as recommendations should be raised by the employee for empowerment purposes.