# Coaching Report

**This Coaching Report is for:** Job Coaching Pre-ETS Work Based Learning Coaching

7/21/2021

Date of Report

John Colorado Jane Delaware

Individual Job Coach

Beth Washington Making Dreams Happen

VRS Counselor CRP/LUV

Job Coaching and Work Based Learning Coaching definitions are available at:

<https://mn.gov/deed/job-seekers/disabilities/partners/guide/contracted-services/services/>

| **Service Date & Time** | **Number of Service Hours** | **Description of Job Coaching Service and Progress** | **Total Hours To Date** |
| --- | --- | --- | --- |
| 7/10/2021  8 am - 10 am | 2 | Assisted John with reviewing employee handbook for his kitchen helper job. Assisted John with his time card and location of break room. John would like to review this process again tomorrow when he begins his first shift. | 2 |
| 7/11/2021  10 am - 3 pm | 5 | Worked side-by-side with John for his first 3 hours while he set up food in the buffet line, kept food bins filled and buffet area clean. John then attempted duties on his own. John demonstrated a strong effort but required additional assistance from job coach the remainder of his shift to complete his tasks. Supervisor is pleased with John’s progress. | 7 |
| 7/12/2021  10 am - 3 pm | 5 | Completed a checklist for John to assist him in remembering to check that all buffet areas are filled and clean. John was able to practice for an hour w/o customers. Provided John with verbal prompts during the busy lunch hours. John is very diligent but does forget to check all areas. | 12 |
| 7/13/2021  10 am - 2:30 pm | 4.5 | Reviewed checklist with John again today. John began tasks on his own and followed the correct order of filling food bins. Supervisor arranged to have supply of clean towels in buffet area rather than John having to get them from the kitchen to help work speed. John was able to work more independently today with some verbal prompts. | 16.5 |
| 7/14/2021  11 am - 2 pm | 3 | Supervisor complimented John on his progress and independently completing set up. Today provided John with verbal prompts during the busy 3 hours of customers. Practiced different scenarios with John and John responded well. John will try the first 3 hours on his own Monday. | 19.5 |
| 7/17/2021  1 pm - 2:30 pm | 1.5 | Met with John and his supervisor the last hour and a half. John can get distracted by customer questions. Supervisor indicated John can come to him with customer questions and John can start his food bin checking from the beginning again if he forgot where he left off. | 21 |
| 7/18/2021  1 pm - 2 pm | 1 | Met with John and his supervisor at the end of his shift. Now that John can bring customer questions to his supervisor he is less frustrated and can concentrate on his job tasks. John required minimal prompts today. John is aware I will stop again tomorrow for the last part of his shift. | 22 |
| 7/19/2021  1 pm - 2:30 pm | 1.5 | John had another very productive and positive shift today. Supervisor reports needing to provide fewer prompts and John stays focused on his tasks with the buffet area. John will try the shift on his own tomorrow. John and his supervisor asked that I check in the last hour. | 23.5 |
| 7/20/2021  2 pm - 3 pm | 1 | Met with John and his supervisor at the end of his shift. John expressed confidence with his work duties and his supervisor is very pleased with John’s work performance. John and his supervisor feel job coaching is no longer needed. John and his supervisor have the VRS counselor phone number if more job coaching is needed. | 24.5 |
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