

Working with OAIC through the Coaching & Consultation request process

Office of Access, Inclusion, and Compliance Division of Extension

Objectives

- What is a Coaching & Consultation (C&C) request?
- How do colleagues access the form?
- What is your role as a requester?
- What is the role of the OAIC staff?

C&C overview

- Coaching & Consultations (C&Cs) are a way for our team to coordinate support for colleagues statewide
- C&Cs are held via Zoom, and include:
 - Requester(s)
 - OAIC team members
- Our team provides requesters with insights, guidance, and resources that are tailored to your specific project/program
 - "Unpack" and discuss equity, inclusion, and accessibility issues
 - Translation and interpretation services
 - Mapping and data visualization
 - Referrals to tools and resources
 - Program development & expanding access

The intake process

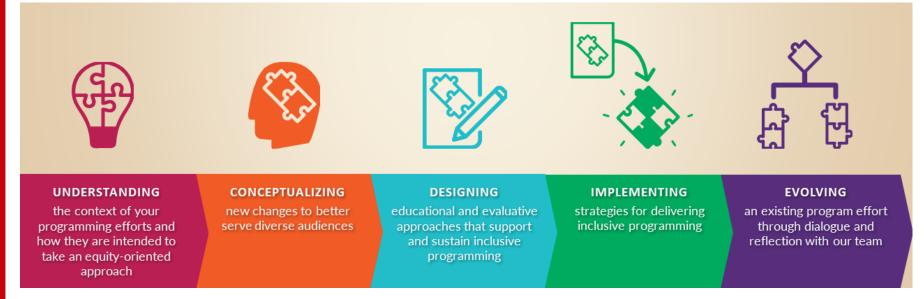
1. Fill out an OAIC Support Request form from our website

- Responses provide our team with a baseline context for your program/project
- Information allows our team to ascertain the specific type(s) of support you may be seeking (e.g. questions, resource referrals, guidance, etc.)
- 2. Our team contacts you to schedule a C&C session
- 3. During C&C (±40 mins)
 - We discuss your project/program, provide insights to questions, and offer recommendations
- 4. The session concludes with next steps
- 5. After our session, OAIC provides requester with a write-up within 7-10 business days
 - Our write-up includes a summary of our conversation, insights and recommendations, and next steps (if applicable)

Focus areas for C&C sessions

In alignment with Extension's Program Development & Evaluation model, our goal is to help you...

- Understand the context of your programming efforts and how they may incorporate more equity-oriented approaches
- Conceptualize new changes to better serve diverse audiences
- Design educational and evaluative approaches that support and sustain inclusive programming
- Implement strategies for delivering inclusive programming
- Evolve your existing program/project through dialogue and reflection with our team



The role of requesters

- Be specific with what you hope to accomplish during our session
 - Do you have specific questions?
 - What type of support are you looking for? (data, resources, strategies, etc.)
- Key information to have before you submit a request:
 - The parameters of your program/project:
 - Name of your program
 - Important dates
 - Communities of focus/clients
 - Mode of programming (in-person, Zoom, etc.)
 - · Partners and collaborators
 - Documents/materials (if requested by OAIC)
- Provide us with appropriate lead times
 - ±15 working days is advised for requests that involve
 - Translation of text-based documents
 - Interpretation during programming

The role of OAIC team members

- We will request relevant materials/documents from you (if needed)
- Our team will contact you if with any questions or for any materials.
- During our C&C session, our team will:
 - Ask questions
 - Offer insights and guidance
 - Discuss strategies
 - Explore resources that may support your effort
- After our meeting, our team provides a write-up detailing:
 - The summary of our conversation
 - Insights and recommendations our team shared
 - Steps forward
- If translation and interpretation services are being requested, our language access team will communicate next steps

Additional questions?

Please contact us at oaic@extension.wisc.edu

Bookmark our website at https://blogs.extension.wisc.edu/oaic/