



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



UNDERSTANDING

the context of your programming efforts and how they are intended to take an equity-oriented approach

CONCEPTUALIZING

new changes to better serve diverse audiences

DESIGNING

educational and evaluative approaches that support and sustain inclusive programming

IMPLEMENTING

strategies for delivering inclusive programming

EVOLVING

an existing program effort 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/>