

COACHING & CONSULTATION CHECKLIST

This document provides you guidance and tips on how to maximize your time with OAIC.

KEY INFORMATION TO HAVE BEFORE YOUR REQUEST

- KNOW THE PARAMETERS OF YOUR PROJECT
 - NAME OF YOUR PROGRAM
 - IMPORTANT DATES
 - TARGET AUDIENCES
 - MODE OF PROGRAMMING (IN-PERSON, ZOOM, ETC)
 - PARTNERS AND COLLABORATORS

THE NATURE OF YOUR REQUEST

- FORMULATE WHAT YOU HOPE TO GET FROM YOUR CONVERSATION WITH OAIC
 - "DO I HAVE SPECIFIC QUESTIONS FOR OAIC?"
 - "WHAT SUPPORT AM I LOOKING FOR?"

WHAT YOU CAN EXPECT FROM OAIC

- WE DISCUSS YOUR PROJECT WITH YOU
 - WE MAKE SPECIFIC RECOMMENDATIONS BASED ON OUR CONVERSATION
 - WE PROVIDE NEXT STEPS AS IT APPLIES
 - WE PROVIDE A SUMMARY WRITE-UP OF OUR CONVERSATION
 - WE WILL REQUEST MATERIALS AS NEEDED

TARGET TURNAROUND FOR OUR PROCESS

- OUR C&C IS SCHEDULED WITHIN 2 WEEKS OF THE REQUEST
- PLEASE NOTE THAT TRANSLATION AND INTERPRETATION MAY LENGTHEN THE PROCESS
- WE PROVIDE A SUMMARY 7-10 DAYS AFTER OUR C&C