



Corporate Coaching Sessions and Advisory Board Meeting Modality Guide

Key Safety Take-a-Ways for being On Campus

- Guests will be instructed to do daily health checks and not attend if they have any symptoms
- Hand sanitizer located in each room
- Assignment Schedules are used extensively at ESSPS events and provide an audit trail of who is where, when, etc
- Naturally in small groups throughout most of the event
- Onsite participants will use their laptop, mobile device, and accessories such as air pods (ie: integrated speaker, noise canceling, microphone) to view role plays if they are planning to share the role play video and/or other coaching content during the coaching session

Food

- Onsite partners will be provided with coffee and snacks
 - Lunch provided in spring when Advisory Board is meeting during part of lunch time
- Online partners will be fed and focused using an e-allowance from the ESSPS [Grubhub](#) depending on the number and timing of their coaching blocks

What to Bring/Use

- Students
 - Modality reflects that of the PSLS 3440 Sales class (onsite students onsite and online students online). Some onsite students might need to participate online if their corporate coach and/or peer coach is Zooming in or if the student they are coaching is an online student.
 - Onsite students bring their laptop, mobile device, and accessories such as air pods (ie: integrated speaker, noise canceling, microphone) so they can use it if/as needed
 - Online students use their own laptop/computer
- Professionals/Companies
 - Register in advance for the event and declare their modality
 - Onsite professionals bring their laptop, mobile device, and accessories such as air pods (ie: integrated speaker, noise canceling, microphone) so they can use it to view role plays if they are planning to share the role play video and/or other coaching content during the coaching session
 - Online professionals use their own laptop/computer
- Zoom Settings
 - [Zoom Meeting 5.3.0 or higher is required](#)
 - Screen and file sharing will be enabled
 - Rename yourself with your name and company (ie: John Smith – ABC Company) so other guests and ESSPS Admins know who you are

Flow

- Coaching groupings and modalities will be determined by the ESSPS Director based on student enrollment and company registrations. Guests will know 1-2 weeks prior to the event who is in their 3-4 person grouping, what their modality will be, and how to participate
 - Onsite – students and professionals will be in various classrooms, seminar rooms, and conference rooms. Students (sellers) start in their classroom. Professionals and peer coaches starts in SB 4100.
 - Online – student/professional groupings will be in Zoom and spread out across 1 or more Admins (and Zoom links)
 - Mixed – will have onsite student (or professional) use one of the smaller rooms (role play room, seminar room, conference room) and their laptop to join a Zoom. Online and mixed will be spread out across 1 or more Admins (and Zoom links).
 - Notes – guests will be checked in in their physical room or Zoom room. Zoom waiting rooms will be in use.
- Professionals, students, and faculty/staff that are part of the Advisory Board Meeting that takes places in between coaching sessions will either be in SB 4100 for the meeting or completely online (will be based on whether the headcount is 20 or less)
- ESSPS Admins
 - One in SB 4100 who would run 1 Zoom for the online companies and online students. ESSPS Director also in SB 4100 and will go over directions for all involved parties at the same time.
 - Faculty and other ESSPS Admins in the classroom and throughout the other spaces to welcome and help onsite guests. Faculty will pull up Zoom stream in classroom (as a participant) so the students can hear the welcome/directions.

Timeline - Sample

Sample Timeline	Corporate Coach with 2 PSLs 3440 Sales sellers and NO PSLs 4710 Leadership peer coach	Corporate Coach with 2 PSLs 3440 Sales sellers and 1 PSLs 4710 Leadership peer coach
11:00-11:10	Corporate coaches check-in	Corporate coaches check-in
11:10-11:15	Students check-in Directions and breakout rooms launched	Students check-in Directions and breakout rooms launched
11:15-11:45	Corporate coach coaches* PSLs 3440 seller #1 PSLS 3440 seller #2 observes	Corporate coach coaches PSLs 3440 seller #1 PSLS 3440 seller #2 and PSLs 4710 peer coach both observe
11:45-12:15	Corporate coach coaches* PSLs 3440 seller #2 PSLS 3440 seller #1 observes	Peer coach coaches PSLs 3440 seller #2 PSLS 3440 seller #1 and corporate coach both observe Corporate coach provides additional feedback to seller #2 if/as needed
12:15-12:30	Corporate coach coaches both PSLs 3440 sellers on working with a sales manager	Corporate coach coaches PSLs 4710 peer coach on the coaching session they just observed PSLS 3440 seller #1 and #2 both observe