

## TEMPLATE #3: COACHING SESSION AGENDA FOR FIRE TEAM

<i>Topic</i>	<i>Who</i>	<i>Timing</i>
<b>Introduction</b>	Coach	<b>5 minutes</b>
<b>Review feedback process</b>	Coach/Team Members	<b>5 minutes</b>
<b>Discuss key commitment/ metric for each team member</b>	Coach/Team Members	<b>10 minutes</b>
<b>Finalize commitment/metrics and understand deliverables for the semester</b>	Coach/Team Members	<b>10 minutes</b>