Hello XXX,  
Welcome aboard The Coder School!  
  
My name is Alex Joslin, I am a senior coach here at The Coder School.  I’ll be handling the rest of the training process.  
Can you give me a list of days and times you are available next week so I can schedule a training session?  
Thank you!

My plan is to first give you a 30 min presentation on the rules at the coder school, and to clearly outline your role as a code coach. Then on another day, you will shadow me for an hour or two.  Lastly, I will follow up with you before your first lesson to make sure you feel prepared and comfortable.

Also, in terms of shadowing me, you can shadow me in Person (I work at the coder school North San Diego), or you can shadow me online.  Do you have a preference?