

# Live Training Guide

## How to Use this Guide

In preparation for training, print this guide or save it to your computer so you can fill it out during the training. You will also need the [Coach Guide](#) during training.

## Goal

For you to leave this training feeling confident, motivated, and fully prepared to successfully coach your way through a LENA Grow sequence.

## Agenda

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- Review
- Activity 1:** Create a Coaching Schedule

2

- Activity 2a & 2b:** Explore LENA Online
- Break

3

- Activity 3:** Observe and Role Play a Coaching Session
- Role Play Debrief

4

- Activity 4:** Goal Setting
- What's Next?



## Activity 1: Create a Coaching Schedule

**Directions:** Read the following description of a room that is about to begin LENA Grow. Then, create a schedule that will work for the room.

*Butterflies Room has a couple days that aren't ideal for a LENA Day. On Tuesdays, multiple children receive pull-out speech support and are out of the room most of the morning. They also have low attendance on Fridays. You, the coach, have a district wide in-person meeting on Wednesdays, so coaching is difficult on that day.*

Write down a weekly schedule that could work for Butterflies Room, noting:




- LENA Day.
- Device processing.
- Coaching session.

### Butterflies Room Weekly Schedule

Monday	Tuesday	Wednesday	Thursday	Friday

*Sample schedule for reference.*

*Note you need a day to process between the LENA Day and coaching.*

Monday	Tuesday	Wednesday	Thursday	Friday
	<ul style="list-style-type: none"> <li>• Collect data with devices</li> <li>• Transfer data to Hub</li> <li>• Laundry</li> </ul>  <p>25 minutes per room</p>	<ul style="list-style-type: none"> <li>• Check Hub</li> <li>• Repack room bins</li> </ul>  <p>5 minutes per room</p>	<ul style="list-style-type: none"> <li>• Prepare for coaching</li> <li>• Coaching session</li> </ul>  <p>60 minutes per room</p>	
	<b>LENA Day &gt;&gt; Processing</b>		<b>Coaching</b>	



## Activity 2a: Explore LENA Online

### Directions:

1. **Introduce yourselves!** Name, where you're from, what you had for breakfast.
2. **Assign roles:** Navigator, Analyzer, Recorder
  - **Navigator:** Share screen, log in to LENA Online, open **Pink Room** Report.
  - **Analyzer:** Analyze the report.
  - **Recorder:** Write down answers in Training Guide. Prepare to report answers to whole group.

**Training site:** [o.lena.org](https://o.lena.org)

**Email:** [rainbowcoach@lena.org](mailto:rainbowcoach@lena.org)

**Password:** GrowTraining123!

**Room:** **Pink Room**

### Breakout Group Questions

*Hint: Make sure you click "View Reports" for the **Pink Room**!*

1. How many LENA Days has this room completed? \_\_\_\_\_
2. How many stars has this room earned since the beginning of the sequence? \_\_\_\_\_
3. For what hour was a trophy awarded? \_\_\_\_\_
4. How did this room earn the Room Average Star?
5. What do you think a teacher might notice *first* on this report?
6. What's one prompting question you could ask a teacher about this report?

## Activity 2b: Setting Up LENA Online

**Directions:** Stay in your previous roles. The **Navigator will enter information** into LENA Online throughout this activity.

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**Site:** Rainbow Center

### Breakout Group Tasks

1. **Add a Group** to the Rainbow Center site.
  - Choose “Grow 1 Essentials” as the Group type.
  - Name the Group after your favorite animal, then year and season. (E.g. *Tigers 2023 fall*)
2. **Add a coach and teacher** to the Group using the following information.  
*Hint: Use the Staffing tab!*
  - Coach: Rainbow Coach, [Rainbowcoach@lena.org](mailto:Rainbowcoach@lena.org)
  - Teacher: Janiyah Teacher, [janiyahteacher@lena.org](mailto:janiyahteacher@lena.org)
3. **Complete the Group profile.** Use your imagination to answer the questions!
4. **Add a child** to the Group. Choose a name and date of birth.

### Important note about device setup:

If LENA prepares and ships your program’s devices and Room Kits, you will enter the above information into LENA Online and communicate with LENA for next steps. If your program owns and distributes its own LENA devices, you will also prepare and assign each child’s device at this point.





## Activity 3: Observe and Role Play a Coaching Session

**Directions:** Listen as presenters model part of a coaching session.

### Observation Notes

What did you notice that felt strengths-based?

What, if anything, could you add?

**Role play directions:** In your breakout groups, follow the directions and answer the questions below.

1. **Assign roles:** Navigator, Coach, Teacher(s)
2. **Navigator:** Share screen, log into LENA Online, open **Pink Room** Report.
3. **Coach:** Open your [Coach Guide](#) to page **29**. Lead Coaching Session 4 following steps 1-3 (ending on page **31**).
4. **Teacher(s):** Pretend you are a teacher taking part in the coaching session. Write down your goal.
5. **Discuss.** For the last five minutes, take off your role play hat and discuss how things went.

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### Role Play

Teacher goal:

How did the role play activity go?



## Activity 4: Goal Setting

**Directions:** As your trainer shares example goals:

1. Give a thumbs up if you think the goal is ideal, or a thumbs down if it needs some work.
2. If you give a goal a thumbs down, describe how you would support the teacher in strengthening it.

### Ideal Goals Game

Write down ways you could support a teacher in improving a goal.

## Self-Reflection

"We don't learn from experience. We learn from reflecting on experience."

*John Dewey*

### Reflect

Using all you've learned today, set a goal to improve your coaching practice. What will you work on in the next week?

## What's Next?

- Take the quiz [surveyMonkey.com/r/GrowCoachQuiz](https://surveyMonkey.com/r/GrowCoachQuiz).
- Recruit providers [learn.lena.org/library/recruit-providers](https://learn.lena.org/library/recruit-providers).
- Explore resources and articles in the LENA Library [learn.lena.org/library](https://learn.lena.org/library).
- We're here to help! Talk with your Implementation Specialist.