Here is a **model format** for participation in coaching circles which will provide you with 3 hours of structured language practice and feedback per month.

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| **Week 1:**  **Coaching Circle**  **(everyone)** | One of the French-speaking participants will have chosen a topic of discussion at least a few days prior and have shared it with the group in advance. The person responsible for the day’s topic begins the discussion by verbally presenting the topic, including background information, and any obstacles or opportunities that he or she may see. The other 3 participate by asking questions and/or offering guidance. Throughout the process you speak in your second language as much as possible and when stuck your peers help you out.  Sharing ideas and encouragement in the chat is also encouraged. When possible, a bilingual business partner will attend to help navigate and explore coaching openings and opportunities. |
| **Week 2: Language class**  (French learners only) | Based on the previous week, the teacher will identify language concepts to fine-tune and offer a lesson on those concepts. The lesson will involve a written or audio prompt, instruction, and a written exercise.  The two employees who have English as their target language are encouraged to live their second language in an authentic way this week. A checklist of suggestions will be provided with examples such as do a lesson on LRDG or Mauril, listen to a podcast, meet with a language mentor, write an email to a colleague in your second language, recognize a colleague in Magnifique/ Achievers, etc. |
| **Week 3: Coaching Circle**  (everyone) | Same as week 1 with all 4 participants, but this week’s topic will be presented by a participant with English as their target language. |
| **Week 4: Language class**   (English learners only) | Same as week 3 but class is offered to the 2 English learners, while the 2 French learners live into their target language in an authentic and meaningful way. |