

**BEFORE YOU WRITE**

A coach is not a trainer because _____. Finish the sentence, then start.

WHO · NAME THE COACHES YOU ALREADY HAVE

Who is already using AI well? Three to seven names, with their team. Stuck at two? Ask three team leads whose output changed in the last six months.

1		Team:
2		Team:
3		Team:
4		Team:
5		Team:
6		Team:
7		Team:

WHAT · THE COACH ROLE IN A WEEK

Weekly time per coach, and when in the week

Activities (tick all that apply)

- ☐ Pair work on real work with a less-experienced colleague
- ☐ Weekly open office for AI questions
- ☐ 'How I did this' session once a month
- ☐ Coaching review of one piece of work per week

HOW IT GETS LEGITIMATE**Recognition in the job**

Change to job description, performance review, or compensation.



What is protected from their current workload

What comes off their plate to make room?

e.g. Drops the monthly reporting pack; team lead absorbs it for the quarter

The scaling rule, decided now

When this works, we scale by _____. (If the answer is 'hand it to a curriculum function', think again.)

THE FIRST MOVE

By Friday, a 30-min talk with each. Coach 1 + date _____

Coach 2 + date _____

Coach 3 + date _____

If two of three say yes, the programme is live. Likely 1–10? ____ Below 7, what moves it? _____

Done when: Each named coach could read this sheet and see their hours, their protected workload, and their first month, without a meeting.