



Pyramid Program Implementation Coach Guidance - Center Based

Pyramid Program Implementation Coaches (PIC) are responsible for supporting the Leadership Team in building sustainable systems and internal capacity to ensure program-wide Pyramid Model implementation over time. As PICs perform functions for the Leadership Team, they should consider how to build the team's capacity to take on those roles and functions.

Below is a recommended sequence for the PIC's first five meetings with the Leadership Team. It's important to note that Leadership Teams will progress through this sequence at different rates based on a variety of factors, for example, some Leadership Teams may have attended a Program-Wide Pyramid Model Implementation Leadership Academy (also known as a 'launch'). In this situation you may not need to cover all the bullets under each meeting.

Some Leadership Teams may move faster and some slower. PICs support the Leadership Team to progress at a pace that works for them, prompting them to move forward and avoid stalling out. Before meeting with the Leadership Team, PICs should meet with the administrator of the program and fill out the Program Implementation Coach/Leadership Team Agreement.

Meeting 1

Meeting 1 is usually the time where the Leadership Team is coming together for the first time around Pyramid Model work. This is the meeting where you establish expectations of the time together and create a structure for an effective meeting time as well as begin to establish the vision for what the program wants to accomplish overall related to their Pyramid Model work.

- Congratulate the Leadership Team on embracing this journey of Program-Wide Pyramid Model Implementation.
- Review the administrator's signed agreement and review your role and the Leadership Team's role. Have the rest of the Leadership Team sign the agreement.
- Ask team members to introduce themselves and share their current knowledge level of the Pyramid Model and program-wide implementation.
- If this Leadership Team attended the Program-Wide Pyramid Model Implementation Leadership Academy (also known as "a launch"), take some time to reflect on that process and review the Implementation Plan.
- Use Theory of Change activity to get to know attributes of Leadership Team members followed by a conversation to develop group norms/agreements.
- Establish roles within the Leadership Team such as "Recorder", "Time Keeper", and "Data Analyst."
- Ask if the program has a Mission or Vision Statement.
 - If yes, review as a Leadership Team and use criteria to determine if revision is appropriate
 - If no, use the criteria and guidance to create one.
- Schedule Leadership Team meetings for the upcoming year. It is best to identify a standing meeting day/time.

Resources:

- [Vision Statement Guidance](#)
- [Developing a Mission Statement](#)
- [Theory of Change activity](#)
- [Sample launch agenda](#)
- [Launch PPT Slides Day 1](#)
- [Launch PPT Slides Day 2](#)
- Program Coach/Leadership Team Agreement

**Tasks for LT Members to work between meetings:**

Consider ideas for possible Mission and Vision Statements to bring to the next meeting.

Notes:**PIC Tasks Between Meeting 1 & 2:**

- Debrief with Team Lead.
- Reflect on the Leadership Team meeting, answer questions, and discuss the agenda of the next Leadership Team meeting.

Team Lead: The staff member designated by the program to oversee and guide Pyramid Model implementation at their center.

Meeting 2

In Meeting 2, continue with team relationship building and begin to score the Benchmarks of Quality. Make sure to implement the norms and roles established in Meeting 1.

- Revisit the mission/vision statement. Ask participants to share their draft statements.
 - Does one stand out? Do we need more work? Who is responsible?
 - Once consensus is reached, ask the team “How will we share it out to all staff? Families? Other collaborators or community partners?”
 - Add the final mission/vision statements to the Leadership Team agenda template and action plan template.

- Begin BoQ. The PIC facilitates, clarifies, and asks questions to create a deeper understanding. The PIC also takes notes and supports the team in determining the priority level of each section.
 - Is this a high, medium, or low priority?
 - How soon do we want to address this section?
- Remind of next Leadership Team meeting date/time/roles.

Resources:

- [EC Program BoQ](#)
- [EC Program BoQ Excel SS](#)



Tasks for LT Members to work between meetings: Continue to identify and gain consensus on the Mission and Vision Statement(s) until team consensus is reached.

Notes:

PIC Tasks Between Meeting 2 & 3:

- Debrief with Team Lead.
- Reflect on the meeting, answer questions, and discuss the agenda of the next Leadership Team meeting.

Meeting 3

In Meeting 3, finalize the BoQ if it was not completed in the last meeting. Narrow down initial priorities and translate them into action steps on the implementation plan. Continue to implement the norms and roles established in Meeting 1.

- Continue facilitating the BoQ (*Note - if BoQ was completed at a Leadership Academy or “Launch” move to bullet 2.)
- Once complete, review the results with the Leadership Team and summarize the highest priority areas.
- Ask Leadership Team members to reflect and give feedback on the process of completing the BoQ.

- Keep the lower priority notes in a 'parking lot' document for future review.
- Identify high priority critical elements to develop short- and long-term goals and action steps.
- Identify action items and encourage Leadership Team members to identify work that can be done between meetings.
- Remind of next Leadership Team meeting date/time/roles.

Resources:

- [Action Plan Template](#)



Tasks for LT Members to work

between meetings: Identify any immediate action items and determine what work will be done prior to the next meeting and who is responsible. Enter BOQ data into PIDS (Pyramid Model Implementation Data System).

Notes:

PIC Tasks Between Meeting 3 & 4:

- Debrief with Team Lead.
- Decide on a Leadership Team agenda template and use BoQ data to determine agenda items.
- Provides the level of support needed to develop the agenda.
- The agenda should go out to the team from the Team Lead prior to the next meeting.
- Agenda templates can be found on the [Program Implementation Padlet](#).

Meeting 4

In Meeting 4, the overall rhythm of this work should begin in earnest. The team will check in on the work established in the last meeting and identify what has been accomplished and what needs to be done and update the action plan. Continue to implement the norms and roles established in Meeting 1 and visually share the implementation plan with everyone in ongoing meetings.

- Revisit and clearly define overarching goals and action steps.
- Develop the initial action plan in PIDS (if available, if not use form from NCPMI).
- Recommended focus for this meeting is Staff Buy-In.
- Share Staff Buy-In resources (i.e. NCPMI Presentation, Share sample polls in Padlet).
- Make plan for review of presentation and Staff Buy-In Poll and for any additional data review (i.e. BoQ, etc.)
- Remind of next Leadership Team meeting date/time/roles.

Resources:

- [LT Meeting Agenda Template](#)
- [Data Coordinator Responsibilities](#)
- [LT Implementation Plan](#)
- [Staff Buy-In Presentation](#)
- [Program Implementation Padlet](#)



Tasks for LT Members to work

between meetings: Clearly identify action items and use the initial action plan to determine what work will be done prior to the next meeting and who is responsible.

Notes:

PICS Tasks Between Meetings 4 & 5:

- Debrief with Team Lead on the previous meeting and any other implementation items they are considering.
- Provide the necessary level of support to the Team Lead to develop the agenda for the next meeting.
- Identify when the Team Lead will send the next meeting agenda out to the Leadership Team.

Meeting 5 & Beyond

By Meeting 5, the team should have established its rhythm. Provide overviews for any new benchmarks being considered and ensure that implementation plans are clear and have measurable steps with names and dates beside each task to support clear tracking of the work.

- Follow up on goals and action items.
- Review the key steps needed for the benchmark of focus.

Make sure these steps are captured on the action plan!

- [Practitioner Selection Guidance](#)
- [PBC Agreement](#)
- [TPOT Tip Sheet](#)
- [TPITOS Tip Sheet](#)
- [Taming Your TPOT Fears](#)



Tasks for LT Members to work between meetings: Clearly identify action items and use the action plan to determine what work will be done prior to the next meeting and who is responsible.

Notes:

PIC Tasks After Meeting 5:

- Debrief with Team Lead.
- Reflect on the previous meeting.
- Provide the necessary level of support to the Team Lead to develop the agenda for the next Leadership Team meeting.
- Identify when the Team Lead will send the next meeting agenda out to the Leadership Team.



**THE
PYRAMID MODEL
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Supporting Early Childhood PBIS