

**July 2016**

 **Coaching Tip of the Month for Staff**

Correspondence Training

**Correspondence Training is a strategy for task completion and goal attainment. The idea is that individuals make statements regarding their own behavior, and then coaches reinforce it when their statement and behavior correspond.**

1. **Participants select the behaviors they want to work on:**

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1. **Have a participant verbally commit to the behavior:**

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1. **Praise after behavior is exhibited:**

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“Tuesday, November 10. My brother will drive me.”

“In order for you to receive your benefits, you need to turn in your hours on time. Do you want to commit to get those in?”

“Yes. I want to get them in on time.”

“When are you planning on turning in your hours? How are you planning on getting here?”

I did a great job turning in my hours on time!

“Awesome job turning in your hours today! Thank you so much!”