

Part time consultants - Teaching KPIs checklist

Teaching KPIs: for all your class assigned (lessons, evals, diagnostics and trials)		Score
Planning	<input type="checkbox"/> Lesson Plan: <i>fill in date and name Use class topic and grammar.</i> <input type="checkbox"/> Remote: <i>fill the date, name, aim Class structure: scaffolding, proper materials, planned production, dynamics and homework</i> <input type="checkbox"/> Inform your Aca Leader (AL) in advance of the lesson planning	15%
Lesson quality / teaching	<input type="checkbox"/> Visible application of objective from curriculum <input type="checkbox"/> Connecting the lesson to the client's life/work background <input type="checkbox"/> Visible client use of the remote, 2 out of 4 skills: text, audio, reading material <input type="checkbox"/> Appropriate materials used in the lesson: in terms of level, profile <input type="checkbox"/> Feedback section: write any mistake to follow up in the next lesson on the Remote	30%
Follow up	<input type="checkbox"/> LP comment section: written feedback for next consultant <input type="checkbox"/> Sharing KPIs comments: connect with your AL at the end of the week <input type="checkbox"/> Updating info: upload reports/videos /excels (including: trials, diagnostic and evaluations) <input type="checkbox"/> Reaching out to AL once docs/videos are uploaded <input type="checkbox"/> Notify about any feedback/comments from the client	10%
Professionalism		
Work Environment	<input type="checkbox"/> Use 3 platforms to communicate with clients: <i>Zoom/meet/WA</i> <input type="checkbox"/> Resolve Internet issues <input type="checkbox"/> Informing AL/The line about tech issues: <i>power, equipment, platform</i> <input type="checkbox"/> Dress code: <i>using semi formal clothing</i> <input type="checkbox"/> Time management: <i>connecting on time, sending links before hand</i>	10%
Communication	<input type="checkbox"/> Response time: <i>1 hr internal communication máx. Via Slack/WA</i> <input type="checkbox"/> Framing and respectful communication with clients and team members <input type="checkbox"/> Follow for Alcanza internal processes and policies: <i>check manual or reach out to AL</i>	15%
Trainings	<input type="checkbox"/> Attend all scheduled training sessions on your calendar <input type="checkbox"/> Sending a video evidence of applied training to AL <input type="checkbox"/> Apply feedback/follow up from AL	10%
Individual		
Performance based	<input type="checkbox"/> Based on position it may include: mentorships, projects and others.	10%
MAX: 100% - 10 DESIRED: > 85% - 8.5 FLAG: < 75% (2 times in a row) - 7.5		100 %

You can find useful tools here: [PPT Consultant shortcuts-2025.pptx.pdf](#)