

Before the consultation takes part, the consultant:

- Approves the service with the school (Lausanne Learning takes care of the official contract)
- Communicates with the school to ensure that the service is understood and develops an outline of calendar/timeline and action items
- Is given access to a drive accessible to Lausanne Learning to store all school information, consultant presentations and notes, and any reports that are written (note: all contents of the drive belong to Lausanne Learning exclusively)
- Develops (if necessary) the initial powerpoint slides using the Lausanne Learning powerpoint template

During the consultation, the consultant:

- Adheres to the Lausanne Learning Consulting Principles
- Is flexible to ensure that the consultation meets the needs of the school
- Uses the Lausanne Learning Executive Director or other Lausanne Learning consultants as colleagues to provide advice and counsel when needed
- Checks periodically with the client to ensure alignment of objectives and progress

After the consultation, the consultant:

- Uploads all relevant documents to the drive including final reports, presentations, eLLTC. on completing the visit
- Carries out a self-reflection within two weeks of the consult
- Completes a vidcast or podcast of no more than 5 minutes for upload to the Lausanne Learning website on an aspect of the consultation that would be of interest to others within four weeks of the consultation (the content will be discussed with the Executive Director, Lausanne Learning)
- Discusses the consult with the Executive Director, Lausanne Learning within two weeks of the consult
- Receives the 3rd party evaluation approximately 8 weeks after the consult
- Submits expenses for reimbursement within one week of the consult (reimbursement is made once the self-reflection and documentation have been completed)

- Receives payment within 4 weeks of the consultation (payment is made once the self-reflection and documentation have been completed)
- Receives a letter of commendation (assuming success) once the 3rd party evaluation has been carried out