



Practice-Based Coaching: Components and Implementation Strategies

Handout: Observation Template

Objective

The purpose of this handout is to provide a sample form for collecting information during a focused observation.

Rubric

Observation Log		
Educator		Coach
Date	Time spent preparing	Time spent in observation
Time for reflection and feedback		Time spent in follow up
Focus		

What I observed	What I want to share
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Coaching Components and Reflection Sheet

Coaching Components	Yes	No	N/A	Notes
Reflection				
1. I encouraged the educator to consider her actions by asking reflective questions.				
Feedback				
2. I reviewed the current action plan goal.				
3. I shared data on the relevant action plan goal.				
4. I provided supportive feedback on educator's use of strategies related to the relevant action plan goal.				
5. Feedback was positive and highlighted educator's strengths.				
6. I provided constructive feedback, which was non-judgmental and included suggestions for improvement related to the relevant action plan goals.				
Planned actions				
7. I directed educator to examples or materials that might help the educator address the relevant action plan goal.				

Scheduling

8. Together, the educator and I determined days and times to conduct next observations.

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Checking in

9. I asked the educator to share questions or concerns.

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10. I answered any questions.

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Notes: