Practice-Based Coaching Log

1. Coach: _____

2. Coachee(s): _____

3. Observation date: _____   5. Meeting date: _____

4. Observation length: _____   6. Meeting length: _____

7. Action plan goal(s): _____

Focused Observation Activities			
Coaching Activity	Yes	No	N/A
8. Coach scheduled the observation and meeting in conjunction with the coachee at a convenient time for the coachee.			
9. Coach reviewed the action plan and observation notes/data from the last session.			
10. Coach prepared documents and gathered materials needed for the observation and meeting.			
11. Coach arrived punctually on scheduled day/time and greeted the coachee and other classroom staff.			
12. Coach conducted a focused observation, taking notes on what was observed relevant to the action plan goal(s).			
13. At the end of the observation, coach made the coachee and classroom staff aware of departure and provided a reminder about the upcoming debriefing meeting.			

Debriefing Meeting Activities			
Coaching Activity	Yes	No	N/A
14. Coach opened the meeting with a positive greeting or comment about the observation.			
15. Coach reviewed the current action plan goal(s).			
16. Coach asked questions or made comments to encourage the coachee to reflect on use or practices.			
17. Coach provided supportive feedback about the coachee's use of practices.			
18. Coach provided constructive feedback about the coachee's use of practices.			
19. Coach and coachee discussed coachee's next steps to meet the action plan.			
20. Coach and coachee revised the current action plan or created a new action plan.			

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Debriefing Meeting Activities			
21. Coach and coachee scheduled the next observation and meeting.			
22. Coach and coachee discussed focus of next observation.			

Coaching Strategies Used in Observation and Meeting		
Coaching Strategy	Yes	No
23. Side-by-side gestural or verbal support		
24. Environmental arrangement		
25. Modeling		
26. Other help in classroom		
27. Reflective conversation		
28. Problem-solving discussion		
29. Role play		
30. Video models		
31. Verbal performance feedback (supportive or constructive)		
32. Numerical or graphical performance feedback (supportive or constructive)		
33. Graphing		
34. Providing materials		
35. Goal setting and planning		

36. Notes