PLANNING

Coaching Kick-Off

Coachee: _____

Coaching Focus and Schedule Logistics

1. *Have a chat with the teacher about what they'd like to focus on during your coaching.* *What's going well?* *What are they struggling with?* *(consider a focus area that will have a high leverage impact on students)*	Coaching Focus:	Notes:
3. *Now work out a schedule with the teacher. Decide on a good time that will work for you to visit, and when you'll meet to debrief and/or plan.*		

M	T	W	T	F

4. *Share with teacher how you'll track work and progress during coaching cycle (Google Docs, Coaching Log,...)*	Notes:
5. *Lastly, what questions does the teacher have about coaching? Are they feeling nervous about anything? Is there anything you can do to be more supportive during your work together?*	

Additional Notes:

Coaching Workplan - pg. 1

Coachee: _____

Coaching Cycle Dates: _____

Create a Clear Plan for Your Work

Coaching Goal:	Notes:
Brainstorm Supportive Practices: *(what can you do together or indiidually to support reaching this goal?)*	
How will you track progress along the way?	

Additional Notes

Coaching Workplan - pg. 2

Coachee: _____

Reflection

Celebrate! What progress was made? What has the teacher done specifically to support this progress?
What would the teacher like to continue to work on to ensure they keep getting better?
How else can you support them moving forward?

Additional Notes

Observation Tool

Coachee: _____

Date: _____

Observations and Evidence Collected

DEBRIEFS

Coaching Convo Plan

Coachee: _____

Review

Previous Next Steps	Clarifying Questions

Discuss

Based on our last identified next steps, how did the lesson go? What progress did students make towards the target? (*based on what evidence)*	What did students struggle with?
	Based on this, how can we better support students in the next lesson? (*brainstorm ideas for next steps)*

Wrap It Up

Commitments to Next Steps (*1-2, high leverage*)	Additional Notes