

FO Handout 2

Teacher:		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:	

Coaching Components and Reflection Sheet				
Coaching Components	Yes	No	N/A	Notes
Reflection				
1. I encouraged the teacher 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 teacher's use of strategies related to the relevant action plan goal.				
5. Feedback was positive and highlighted teacher's strengths.				
6. I provided constructive feedback which were non-judgmental and included suggestions for improvement related to the relevant action plan goals.				
Planned Actions				
7. I directed teacher to examples or materials that might help the teacher address the relevant action plan goal.				
Scheduling				
8. Together, the teacher and I determined days/times to conduct next observations.				
9. Together, the teacher and I determined days/times to conduct next coaching session.				
Checking In				
10. I asked the teacher if he or she had any questions or concerns.				
11. I answered any questions.				

Notes

