

Observation Log and Reflection Sheet

**HS 1302.92 Training and professional development (c) (2), PBC Component 2: Focused Observations**

**Policy:** Education staff receiving coaching as identified in the Needs Assessment Survey will receive opportunities to be observed and receive feedback and modeling of effective teacher practices directly related to program performance goals.

**Procedure:**

Write notes from your observation in the cells below.

|  |  |  |  |
| --- | --- | --- | --- |
| Coachee: | | 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: | |

**References: HS 1302.92 (c) (2), PBC Component 2** Distribution: Original Coach, Copy Manager

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Coach: Fill in the checkboxes below to be sure you conducted a thorough reflection and feedback session.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Coaching Components and Reflection Sheet** | | | | |
| **Coaching Components** | Yes | No | N/A | Notes |
| **Reflection** | | | | |
| I encouraged the coachee to consider his or her actions by asking reflective questions. |  |  |  |  |
| **Feedback** | | | | |
| I reviewed the current action plan goal. |  |  |  |  |
| I provided supportive feedback on coachee’s use of strategies related to the relevant action plan goal. |  |  |  |  |
| Feeback was positive and highlighted coachee’s strengths. |  |  |  |  |
| I provided constructive feedback which was non-judgmental and included suggestions for improvement related to the relevant action plan goals. |  |  |  |  |
| **Planned Actions** | | | | |
| I directed coachee to examples or materials that might help the coachee address the relevant action plan goal. |  |  |  |  |
| **Scheduling** | | | | |
| Together, the coachee and I determined days/times to conduct next observations. |  |  |  |  |
| Together, the coachee and I determined days/times to conduct the next coaching session. |  |  |  |  |
| **Checking In** | | | | |
| I asked the coachee if he or she had any questions or concerns. |  |  |  |  |
| I answered any questions. |  |  |  |  |
| **Notes:** | | | | |
|  | | | | |

**References HS 1302.92 (c) (2), PBC Component 3** Distribution: Original Coach, Copy Manager

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