Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Completing Observation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Setting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coachee: (circle) parent, foster parent, caregiver, child care, other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mark each bullet Y/N and provide examples in Notes/Comments box.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Coaching Characteristics** | **Looks like:** | **Yes** | **+/-** | **No** | **Notes/Comments** |
| **JOINT PLAN**  *Agreement between coach & coachee*  *-Between visit plan(BVP): what coachee will practice or actions they will take between visits*  *-Next visit plan(NVP): plan for the activity that will be focus of next visit* | * In beginning of visit reviews BVP that coachee was going to work on * Reviews the pre-planned activity that was to be the focus of today’s visit * Is flexible if coachee changes plan |  |  |  |  |
| **OBSERVATION**  *Opportunity for coach to observe coachee’s actions or practices* | * Asks coachee what he/she knows or has tried before exploring a new strategy * Gives coachee the opportunity to demonstrate what they are doing or have tried, before discussing new strategies * Intentionally models only when needed *(explain what you will model, give coachee something to do/observe, conduct model, reflect with coachee after, invite coachee to try, reflect, plan how coachee will do this when coach not there)* |  |  |  |  |
| **ACTION/PRACTICE**  *Opportunities during a real-life activity that provide the coachee a chance to try, practice or refine a new or existing skill* | * Gives coachee the opportunity to practice a strategy that was discussed * Gives coachee the opportunity to practice after modeling a new strategy (*modeling used only when necessary, after first finding out what coachee’s ideas are)* |  |  |  |  |
| **REFLECTION**  *Use of open-ended questions that allow coachee to analyze what is happening, develop alternative ideas and a plan for action* | Uses open-ended questions to help coachee:   * analyze why a strategy is or is not working * compare what it happening to their desired outcomes * develop alternative ideas and strategies * reflect on past or current strengths * plan for how coachee will use and/or generalize strategies into a variety of activities |  |  |  |  |
| **Coaching Characteristics** | **Looks like:** | **Yes** | **+/-** | **No** | **Notes/Comments** |
| **FEEDBACK**  *Provided by the coach:*  *-Affirmative: active listening, non-committal acknowledgement*  *-Evaluative: has judgement (i.e. Great job! That is correct.)*  *-Informative: sharing knowledge and information with coachee*  *-Directive – telling coachee what to do* | * Provides affirmative feedback * Uses evaluative feedback (limited) * Shares informative feedback after first reflecting with family on their ideas * After sharing informative feedback, asks reflective questions to gauge coachee’s understanding or agreement * Directive feedback only in situations of danger |  |  |  |  |
| **JOINT PLAN**  *Plans are related to an activity & include strategies. Locations are not JPs.*  *(I.e. BVP: “Work on imitation” is not a JP. “During Bath time, try imitation of splashing, pointing to make a choice between 2 toys, helping take off clothes while sitting/leaning on tub” is more complete.*  *NVP: “Going to Park” is a location, “Playtime” is too broad. Need more detail for what will happen at park or during playtime)* | Uses open-ended questions to help coachee:   * develop a BVP for what coachee will try/focus on until next visit * focus BVP on an activity with several strategies/learning opportunities * develop a NVP for what activity the coachee wants to focus on for the next visit * develop JP that is specific enough that family knows exactly what they will be working on |  |  |  |  |
| **Use of Natural Learning Environment Practices(activity-focus, child-interest, parent responsiveness):** | | | | | |
| Other comments: (Family-Centered, Evidence-Based, or Resource-Based Practices, etc) | | | | | |
| Joint Plan: | | | | | |
| Additional Follow-Up | | | | | |