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 |