



### Practice-Based Coaching Log

The Coach completes this form to record their effort related to each Practitioner PBC session (i.e., focused observation, reflection, and feedback). When completing items asking about time, use whole numbers (e.g., 32 minutes).

**Coach:**

**Practitioner:**

<b>Since the Last Coaching Log</b>					
Practice or goal-focused support was provided in minutes:					
Technology to engage in PBC support was provided in minutes:					
Other support (e.g., change staff, referral support) was provided in minutes:					
Describe other:					
<b>Focused Observation of Practitioner(s)</b>					
Date of observation (mm/dd/yyyy):					
Observation preparation in minutes:					
Observation in minutes:					
Practice focus (list practices):					
<b>Observation Location</b>	<b>Yes</b>	<b>No</b>	<b>Observation Format</b>	<b>Yes</b>	<b>No</b>
Classroom			In Person		
Home			Virtual Live (e.g., Zoom)		
Family Childcare Home			Pre-recorded Video		
Other(describe):			Other(describe):		
<b>Observed Routine/Activity (Optional - Check all that apply)</b>				<b>Yes</b>	<b>No</b>
Play (e.g., centers, free play, tummy time, outdoor play)					
Meals (e.g., breakfast, lunch, snack)					
Caregiving (e.g., toileting, hand washing)					
Community/Chores (e.g., feed dog, clean up)					
Transitions (e.g., going outside, going in a car, going to a new activity)					
Adult-directed activity (e.g., small group, large group)					
<b>Focused Observation Indicators</b>				<b>Yes</b>	<b>No</b>
1. Observed the practitioner(s) during the time they planned to implement the effective practices connected to their current or future goal.					
2. Recorded notes about the routines or activities observed.					
3. Collected data on practitioner's practice use and current or future goals.					
4. Agreed upon practitioner reflection and feedback meeting time.					
<b>Reflection and Feedback with Practitioner(s)</b>					
Date of reflection and feedback (mm/dd/yyyy):					
Reflection and feedback preparation in minutes:					
Length of reflection and feedback meeting or communication in minutes:					
Length of reflection and feedback follow-up in minutes:					
<b>PBC Format</b>	<b>Yes</b>	<b>No</b>	<b>Delivery of PBC Format</b>	<b>Yes</b>	<b>No</b>
Individual (one person or team)			In-person meeting		
Team (adults from one classroom)			Virtual meeting (e.g., Zoom)		
Small Group (2-4 people)			Phone meeting		
Large Group/PLC (>4 people)			Written feedback		
Self-coaching			ONLY video comments		



For the reflection and feedback indicators, mark 'Yes' for each indicator implemented and 'No' for each indicator not implemented. Add notes before the meeting to guide implementation or after the meeting to document what occurred.

Reflection and Feedback Indicators	Yes	No	Optional Notes		
1. Began with a <b>positive statement</b> that supports the <b>collaborative partnership</b> .					
2. Asked the practitioner(s) about their current or future <b>goal(s) or action plan steps</b> .					
3. <b>Facilitated reflection</b> about the effective practices observed related to their goal or action plan steps.					
4. Provided <b>supportive feedback</b> about the effective practices observed.					
5. Facilitated <b>constructive feedback</b> about the effective practices observed, including 2-3 strategies to consider based on the feedback provided.					
6. Supported practitioner(s) to <b>reflect on the strategies discussed to address the constructive feedback</b> and select at least one strategy to try.					
7. <b>Identified resources and materials</b> to support the goal and action plan steps.					
8. Confirmed <b>next steps/adjustments to the goal and action steps</b> .					
9. Asked the practitioner(s) how they wanted to be supported in future coaching sessions.					
10. Identified when/if the next session would occur.					
11. Invited practitioner(s) comments or questions.					
12. Stated planned follow-up support (e.g., email, call, resource).					
13. Made a <b>positive comment about practitioner progress</b> related to the goal and effective practices.					
<b>Total Essential (Indicators 1-8)</b>					
<b>Total Indicators</b>					
Other Strategies	Yes	No	Other Strategies	Yes	No
Goal setting – New goal/action plan			Problem solving		
Video feedback			Role playing		
Graphic feedback			Video examples		
Side-by-side support			Modeling		
Other help in setting			Environmental arrangement		