

## 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). The session summary on the last page is an optional resource. Use whole numbers (e.g., 32 minutes) when completing time-related items.

**Coach:**

**Practitioner:**

Support Provided by the Coach to the Practitioner Since the Last Coaching Log					
Practice or goal-focused support in minutes (e.g., sent resources):					
PBC technology support in minutes (e.g., uploading video to share):					
Other support in minutes (e.g., change staff, referral support):					
Describe other:					
Focused Observation of Practitioner(s)					
Date of observation (mm/dd/yyyy):					
Observation preparation in minutes:					
Observation in minutes:					
Practice focus (list practices):					
Observation Location	Yes	No	Observation Format	Yes	No
Classroom			In Person		
Home			Virtual Live (e.g., Zoom)		
Family Childcare Home			Pre-recorded Video		
Other(describe):			Other(describe):		
Observed Routine/Activity (Optional - Check all that apply)				Yes	No
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-led activity (e.g., small group, large group, read aloud)					
Focused Observation Indicators				Yes	No
1. Observed during a routine/activity aligned with a 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					
Reflection and Feedback with Practitioner(s)					
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:					
Practitioner Format	Yes	No	Delivery Format	Yes	No
Individual (one person)			In-person meeting		
Team (share classroom or caseload)			Video conference meeting		
Small Group (2-4 people)			Phone meeting		
Large Group (6-8 people)			Written feedback		
Self-coaching			Video comments		

Organize your data! Name the scanned copy of this file: CoachID-PractitionerID-PBC-mm.dd.yyyy

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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	Notes
1. Began with a <b>positive statement</b> to support 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 sessions/sustainability			
10. Discussed if another coaching session was needed and when it would occur			
11. Invited practitioner(s) feedback, comments, or questions			
12. Stated planned follow-up support (e.g., email, call, provide resources)			
13. Made a positive comment about practitioner(s) goal progress or practice use			
<b>Total Essential (Indicators 1-8)</b>			
<b>Total Overall (Indicators 1-13)</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		

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### Practice-Based Coaching Session Summary

This summary can help coaches prepare for the reflection and feedback meeting. Copying the summary for the practitioner is a great way to share key information discussed!

Practitioner: \_\_\_\_\_ Session #: \_\_\_\_\_ Date: \_\_\_\_\_

Our goal is...

Questions to support reflection...

You're supporting children's learning and making progress toward the goal by...

An area where we can enhance is...

A few strategies that might work are...

The strategy we want to try is...

During the next observation, my coach will support me by...

Our next observation and meeting are planned for...

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