**Tri-County Head Start/Early Head Start**

**Observation Log Center: \_\_\_\_\_\_\_\_\_\_\_\_**

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| **Observation Log** |
| Coachee: | Coach: |
| Date: | Time spent preparing: | Time start:Time end:  |
| Focus: |
| What I observed: |

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Coachee’s Signature & Date Coach’s Signature & Date

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| **Coaching Components And Reflection Sheet** |
| Coaching Components | Yes | No | N/A | Initials/Date |
| **Reflection:** |
| I encouraged the teacher to consider her actions by asking reflective questions. |  |  |  |  |
| I maintained professionalism and confidentiality.  |  |  |  |  |
| **Feedback:** |
| I reviewed the current action plan & goal. |  |  |  |  |
| I shared data on the related action plan & goal. |  |  |  |  |
| I provided supportive feedback on teacher’s use of strategies related to the action plan & goal. |  |  |  |  |
| Feedback was positive and highlighted teacher’s strengths. |  |  |  |  |
| I provided constructive feedback which was non-judgmental and included suggestions for improvement related to the action plan & focused goal. |  |  |  |  |
| **Planned Actions:** |
| I directed teacher to examples or materials that might help the teacher address the relevant action plan & focused goal or was requested. |  |  |  |  |
| **Scheduling:** |
| Together, the teacher and I determined days/times to conduct the next observation. |  |  |  |  |
| Together, the teacher and I determined days/times to conduct next coaching session. |  |  |  |  |
| **Checking In:** |
| I asked the teacher if he or she had any questions or concerns. |  |  |  |  |
| I answered any questions. |  |  |  |  |
| **Notes/Comments/Concerns:** |
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**Tri-County Head Start/Early Head Start**

**Reflection Sheet Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Reflection Sheet** |
| Coachee: | Coach: |
| Date: | Time spent preparing: | Time start:Time end:  |
| Focus: |
| What I want to Share |

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Coachee’s Signature & Date Coach’s Signature & Date