|  |  |
| --- | --- |
| *General Coaching* Look Fors\* |  |
| *Look Fors* identify best practices teams and staff use to facilitate meetings, learning exercises, and coaching sessions. Items are recorded as observed or not observed and include an example of the behavior or permanent product observed. Observation data are used to guide feedback and support in order to improve facilitation of various implementation activities. This *General Coaching Look Fors* collect data on global coaching behaviors. Please refer to our [*Targeted Coaching Looks Fors*](https://implementation.fpg.unc.edu/resources/look-fors-targeted-coaching) that attend to more specific behaviors of Prompting, Performance Feedback and Scaffolding Skills as needed. |

# *General* Coaching Look Fors\*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | |
| **SISEP Liaison/State:** | | |  | | | | | | | | | | **Date:** |  |
|  | | | | | | | | | | | | | | |
| **Coaching Provided by:** | | | | |  | | | | **Recipient of Coaching:** | |  | | | |
|  | | | | | | | | | | | | | | |
| **State/Region/District:** | | | |  | | | | | | **Focus of Coaching:** | |  | | |
|  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Describe Coaching Session** (e.g., STS coaching RITs, SISEP coaching STS’s in coaching of RITs**):** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Directions:** Insert an “x” or “✓” in the box to indicate that the behavior was observed and/or notes are included. Below each item is a section to include behaviors observed or permanent products that serve as examples of the item. As a reminder, **Look Fors do not produce scores but instead serve as reference points for the delivery of coaching supports.** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Pre-Observation and Planning for Coaching** | | | | | | | | | | | | | | |
|  | Coaching **Action Plan** is **available** and **used** to guide discussion. | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | | |
|  | |  | | | | |  | | | | | | | |
|  | **Coaching goals** and **objectives** are reviewed in a collaborative manner (e.g., coach uses open-ended questions that establish the recipient as an engaged partner in the process). | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | |
|  | |  | | | | |  | | | | | | | |
|  | **Current data** (e.g., Look fors, fidelity data, permanent products) and coaching goals are **reviewed** to inform immediate coaching needs and discussion. | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | |
|  | |  | | | |  | | | | | | | | |
|  | A clear **definition** that includes **essential components** of targeted needs (skill or concept) is discussed. | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | | |
|  | |  | | | | |  | | | | | | | |
|  | A **rationale** highlighting the **importance** of the concept or target **skill**/behavior is provided. | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | | |
|  | |  | | | | |  | | | | | | | |
| **During Skill Use** | | | | | | | | | | | | | | |
|  | **Prompts** are delivered as planned to **elicit targeted skills** *(If more detailed data on using Prompts is needed, please consult the Prompting section on the Targeted Coaching Look Fors.)***.** | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | |
|  | |  | | | | |  | | | | | | | |
|  | **Scaffolding to support skill use** (Modeling, Co-leading, and/or Independent Practice)are used as planned *(If more detailed data on scaffolding skills is needed, please consult the Scaffolding Skills section on the Targeted Coaching Look Fors.)***.** | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | |
|  | |  | | | | |  | | | | | | | |
|  | **Data** are **collected** as planned**.** | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | |
|  | |  | | | | |  | | | | | | | |
| **Coaching Session** | | | | | | | | | | | | | | |
|  | Coaching **Action Plan** is **available** with coaching goals and current data (e.g., Look Fors, fidelity data, permanent products) **used** to guide discussion. | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | | |
|  | |  | | | | |  | | | | | | | |
|  | **Coaching goals** and **objectives** are reviewed in a collaborative manner (e.g., coach uses open-ended questions that establish the recipient as an engaged partner in the process). | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | |
|  | |  | | | | |  | | | | | | | |
|  | Descriptive (behavioral) **performance** **feedback** that includes **positive and/or constructive directions** for shaping skills, links to goals of coaching, and rationales for the need of the skills are shared *(If more detailed data on delivery of Performance Feedback is needed, please consult the Performance Feedback section on the Targeted Coaching Look Fors.)*. | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | | |
|  | |  | | | | |  | | | | | | | |
|  | **C**oaching **recipient**(s) is asked for his/her **review of behaviors/skills** in order to develop accurate self-reflection and evaluation of skill use. | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | | |
|  | |  | | | | |  | | | | | | | |
|  | If relevant, coach shares personal experiences and **content knowledge** as needed to normalize skill acquisition and identify relevant resources. | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | |
|  | |  | | | | |  | | | | | | | |
|  | **Action Plan** is **updated** to reflect identified next right steps including coaching supports (e.g., use of prompts, scaffolding supports needed, resource development) and data needed. | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | | |
|  | |  | | | | |  | | | | | | | |
|  | Next **observation** (or other data source)ofcoaching **recipient’s use of targeted skills/**practices is **identified**. | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | |
|  | |  | | | | |  | | | | | | | |
|  | **Next** coaching **session** following observation (or review of other data source) is **identified.** | | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | | |  | | | | | | |
|  | |  | | | | |  | | | | | | | |
| **Comments/Notes/Recommendations:** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |