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| *Targeted 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. *General Coaching Look Fors* collect data on global coaching behaviors. These *Targeted Coaching Looks Fors* attend to specific skills of [Prompting](#Prompt), [Performance Feedback](#PF) and [Scaffolding Skill Use](#Scaff). |

# *Targeted* Coaching Look Fors\*

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| **Observer:** | | |  | | | | | | | | | **Date:** |  |
|  | | | | | | | | | | | | | |
| **Coaching Provided by:** | | | | |  | | | **Recipient of Coaching:** | |  | | | |
|  | | | | | | | | | | | | | |
| **Organization:** | | | |  | | | | | **Focus of Coaching:** | |  | | |
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| **Describe Coaching Session**: | | | | | | | | | | | | | |
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| **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 guide delivery of coaching supports.** | | | | | | | | | | | | | |
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| **Prompting** | | | | | | | | | | | | | |
|  | **Prompts** are delivered as planned to **elicit targeted skills** or set up in the environment so that they are easily viewed (sticky note, checklist, etc.)**.** | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | |
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|  | Prompt is delivered at an **appropriate time** to elicit the desired behavior. | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | |  | | | | | | | |
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|  | Prompts are delivered **discreetly.** | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | |
|  | |  | | | |  | | | | | | | |
|  | Data are collected and used to identify when prompts should be **faded**. | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | |
|  | |  | | | |  | | | | | | | |
| **Comments/Notes/Recommendations for Prompting:** | | | | | | | | | | | | | |
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| **Scaffolding Skill Use** | | | | | | | | | | | | | |
|  | If **modeling** was used, coach uses **examples and/or non-examples** and **think alouds** to demonstrate use of practice or skills**.** | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | |
|  | |  | | | |  | | | | | | | |
|  | If **modeling** was used, recipient has **pre-determined behaviors** or **content to observe** or review that may include a fidelity checklist or data collection tool to structure observation of use of practice**.** | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | |
|  | |  | | | |  | | | | | | | |
|  | If **co-leading** was used, coach and recipient follow a **pre-determined plan** for **sharing** delivery of practice or development of content | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | |
|  | |  | | | |  | | | | | | | |
|  | If **co-leading** was used, **coach collects** pre-determined **data** during recipient’s use of the skill orpractice. | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | |
|  | |  | | | |  | | | | | | | |
|  | If **independent practice** was used (including during role-plays or behavior rehearsals), coach collects pre-determined data about recipient’s use of the skill or practice. | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | |
|  | |  | | | |  | | | | | | | |
|  | If **independent practice** was used (including during role-plays or behavior rehearsals,) coach provides any needed support during the session. | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | |
|  | |  | | | |  | | | | | | | |
|  | **Data** collectedduring scaffoldingare **used** to **plan gradual release** and transition of supports from modeling to co-leading to independent practice**.** | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | | |  | | | | | | |
|  | |  | | | |  | | | | | | | |
| **Comments/Notes/Recommendations for Scaffolding Skills:** | | | | | | | | | | | | | |
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| **Performance Feedback** | | | | | | | | | | | | | |
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|  | Feedbackis **tied to the targeted practice** and **goal** on the Action Plan or essential components of the practice. | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | |  | | | | | | | |
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|  | **Descriptive** (**behavioral/observable**) feedback is shared thatdescribes skills **observed** (or reviewed)or **missed opportunities** when skills could have been used or content could have been included (if products were reviewed). | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | |  | | | | | | | |
|  | |  | | | |  | | | | | | | |
|  | Feedback is **data-based** and leads to actionable next steps (planning and shaping of skills). | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | |  | | | | | | | |
|  | |  | | | |  | | | | | | | |
|  | A **rationale** highlighting the **importance** of the concept or target **skill**/behavior is provided. | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | |  | | | | | | | |
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|  | **Timing** of feedback was **appropriate** given newness of skills, urgency, or safety concerns. | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | |  | | | | | | | |
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|  | Feedback was delivered in the **dosage** (weekly, biweekly) and **format** (e.g., in-person, phone call, email) defined by data as **appropriate**. | | | | | | | | | | | | |
|  | | *Behaviors or Permanent Products Observed:* | | | |  | | | | | | | |
|  | |  | | | |  | | | | | | | |
| **Comments/Notes/Recommendations for Performance Feedback:** | | | | | | | | | | | | | |