|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Coaching Practice Goal** | | | **No** | **In Progress** | **YES** |
| **The coaching practice I am working on is:** *(copy this right off the Needs Assessment)* | | |  |  |  |
| (Optional) **I will work on this coaching practice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(day, part of coaching cycle)*  (Optional) **I will work on this coaching practice with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(specific coachees)* | | |  |  |  |
| **I will:** *(describe exactly what you will do if you are implementing this coaching practice)* | | |  |  |  |
| **Action Steps** | Resources Needed | Due Date |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| **Prepare for Focused Observation** | | |  |  |  |
| **What should we look for during the focused observation?** *(Remember to focus on implementation of the coaching practice)*  **What kind of data should we collect?** *(Will you record how often you used the practice? What you did? How the coachee responded?)* | | | | | |
| **(Optional) When will we complete the observation?** | | | | | |