

INITIAL PRACTICE BASED COACHING SESSION CHEATSHEET

PRE-SESSION
<p>1. Email provider to:</p> <ul style="list-style-type: none"> • Schedule session time • Then, a few days prior, to remind them of session time • Ask them to bring their self-assessment from 2 days of PD in Sept/Oct
<p>2. Email your IU Coach to inform them of the session time and attach a copy of your completed assessment.</p> <ul style="list-style-type: none"> • You should connect with your IU Coach either via phone or email <u>prior to your coaching session</u> to have a brief conversation about: strengths as well as areas for growth you both observed in the video
<p>3. Bring the following items to the session:</p> <ul style="list-style-type: none"> • A blank coaching contract • A blank self-assessment if the provider doesn't bring theirs • Your completed assessment (from watching the video) • A blank action plan
DURING THE INITIAL SESSION
<p>1. Spend time getting to know the provider/building collaborative coaching partnership</p> <ul style="list-style-type: none"> • If you already know each other well, this may take less time • If you don't know each other well, consider sharing a little about you, your background, your family, etc.
<p>2. Spend time explaining the purpose of Practice-Based Coaching</p>
<p>3. Review the coaching contract</p>
<p>4. Review provider's self-assessment from training days (if not available, provider should complete a new one during the session).</p> <ul style="list-style-type: none"> • Discuss strengths—start with asking the provider to share what they see as strengths. Then add your observations from the video. • Discuss areas for growth—start with asking the provider to share what they see as possible areas to work on. Then add your observations from the video.* <p><i>*The first few sessions should be mostly positive. If you saw multiple areas to work on, you can pick and choose what you share. Eventually, you'll want to share everything, but this doesn't have to happen during the first session—this is up to the judgement of the coach.</i></p>
<p>5. Collaborate on identifying a goal.</p>
<p>6. Complete the action plan (all parts except final row). Things to consider:</p> <ul style="list-style-type: none"> • Is the goal specific and small enough to be realistic? • Do the action steps include when the new behavior will occur and how the provider will remember to do it? • Do the action steps include things the coach or agency can do to support the goal?
<p>7. Share the action plan with provider. This can happen after the session if needed.</p>
<p>8. Set up next coaching session or make a plan for when to schedule it.</p> <ul style="list-style-type: none"> • Agree on a date that the coachee will upload the video for review (ideally a week before the next coaching session)
POST-SESSION
<p>1. Email the completed action plan to your IU Coach.</p>