



Practice Based Coaching ~ General Observation Log and Reflection Sheet

Observation No	otes							
Teacher/TA:				Location:				
Activity:					Time spent in observation:			
Large Group	Small Group	Individual	Transit	ion				
Focus:	·							
Focused Observat	tion Log		Reflection and Feedback					
What I observed:			What I want to share or ask:					

Date_____

Coach: Fill in the checkboxes below to be sure you conducted a thorough reflection and feedback session.

Coaching Components	Yes	No	N/A	Notes
Reflection				
I encouraged the coachee to consider his or her actions by				
asking reflective questions.				
Feedback				
I reviewed the current action plan goal				
I shared data on the relevant action plan goal.				
I provided supportive feedback on coachee's use of				
strategies related to the relevant action plan goal.				
Feedback was positive and highlighted coachee's				
strengths.				
I provided constructive feedback which was non-				
judgmental and included suggestions for improvement				
related to the relevant action plan goals.				
Planned Actions				
I directed coachee to examples or materials that might				
help the coachee address the relevant action plan goal.				
Scheduling				
Together, the coachee and I determined days/times to				
conduct next observations.				
Together, the coachee and I determined days/times to				
conduct next coaching session.				
Checking In				
I asked the coachee if he or she had any questions or				
concerns.				
I answered any questions				
Notes:				

Т/ТА______

Date_____