

## THE COACHING QUICK REFERENCE GUIDE

### CHARACTERISTIC: Joint Planning

**What the Coach Does** The coach begins every coaching conversation by reviewing the previous joint plan and asking the coachee what he or she did between the conversations to implement the plan.

**What the Coachee Does** The coachee shares what he or she has tried or accomplished between coaching conversations.

**What the Coach Does** The coach ends every coaching conversation with a plan of who is going to do what by when (Between Visit Plan), based on the actions and ideas discussed and what activity setting will serve as the focus of the next visit (Next Visit Plan).

**What the Coachee Does** The coachee identifies what he or she wants to try to accomplish between coaching conversations, suggests when the next conversation should be scheduled, and determines the focus of the visit.

### CHARACTERISTIC: Observation

**What the Coach Does** The coach observes the coachee within the context of his or her everyday activities.

**What the Coachee Does** The coachee observes the coach model a behavior or activity in the context of an everyday activity with an explicit understanding of what and why she is watching.

### CHARACTERISTIC: Action/Practice

**What the Coach Does** The coach supports the coachee in practicing, refining, and/or analyzing new or existing skills during real-life situations that occur during coaching interactions and between coaching visits.

**What the Coachee Does** The coachee tries new ideas or actions that either were previously discussed and planned with the coach or resulted from a previous coaching conversation.

### CHARACTERISTIC: Reflection

**What the Coach Does** The coach uses reflective questions to assist the coachee in analyzing the current situation, then encourages the coachee to generate alternatives and actions for continually improving his or her knowledge and skills, thereby achieving the desired outcomes.

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***What the Coachee Does*** The coachee determines what worked or did not work—and why—during the observation and/or action. The coachee also generates ideas for next steps.

### CHARACTERISTIC: **Feedback**

***What the Coach Does*** The coach uses noncommittal acknowledgment when it is appropriate to affirm what the parent or care provider says or does. He or she provides positive feedback when it is necessary. He or she shares information to build on the coachee's knowledge and skills.