

Conversation Planning Tool – Coaching Practices/Agenda

Babies can't wait

Instructions: Using data from your observation of a coaching session or coaching observation tool, fill in circles in the left hand column for items that were present and leaving open those that were not. Review the data and determine priority strengths and opportunities to be addressed in the coaching conversation. Finally, identify and plan for the feedback and reflection to be used with the coachee.

Coach Practices-Coaching Interaction	Feedback	Reflective Questions	
Coach name:	Date of Coach/EI conversation:		

Coach Practices-Coaching Interaction	Feedback	Reflective Questions
RELATIONSHIP BUILDING	Strengths	
 Initiates small talk 		
 Uses active listening 		
 Acknowledges and affirms 		
GOAL SETTING AND JOINT PLAN		
 References previous goals/plan 		
 Includes specifics of joint plan 		
 Reviews and confirms strengths 		
and next steps		
REFLECTION		
 Creates opportunities for co- 		
determining topics and next steps		
 Encourages coachee to share 		
 Uses open ended questions to 		
promote comparison/analysis		
 Uses yes/no questions to clarify 	0	
	<u>Opportunities</u>	
OBSERVATIONS		
 Are about practice and linked to 		
data		
Are specific and objective		
FEEDBACK		
Uses statements and comments that:		
o Inform or interpret based on		
coachee perceptions or		
coach observations		
o Go beyond affirmation or		
observation		
MODELING		
 Demonstrates practice(s) through 		
action ++		
 Checks for understanding through 		
coachee practice or role play ++		

⁺⁺ N/A for follow up coaching



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Coaching Agenda (Relevant for Coaching Conversations)	Feedback	Reflective Questions
	<u>Strengths</u>	
OPENING ○ Establishes rapport with EI professional ○ Co-establishes agenda structure for coaching contact		
 MAIN AGENDA Discusses previous Joint Action Plan Discusses EBP data Discusses next steps and creates goal and joint action plan 	<u>Opportunities</u>	
CLOSING o Confirms Goal and Joint Action Plan		

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