



Conversation Planning Tool – Getting Ready

Instructions: Transfer data from the corresponding Getting Ready Practices Observation tool to the left column below, filling in circles 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.

Coachee (Provider) Goal: _____

Getting Ready Practices

Coaching Conversation Tool

(P=provider only; SC=services coordinator only)

	Feedback	Reflective Questions
GUIDE Opening <ul style="list-style-type: none"> ○ Re-establish the Partnership ○ New Observations, Interests, Concerns? ○ Co-establish the Agenda Main Agenda <ul style="list-style-type: none"> ○ Progress Review P ○ Outcome P ○ Let's Try It P ○ Review IFSP Progress SC ○ Rights/Transition SC ○ New HV Plan ○ Communication Closing <ul style="list-style-type: none"> ○ Feeling Good About? ○ Any Questions/Concerns? ○ Plan for Next Visit ○ Review HV Plan 	Strengths 1. 2. 3. Opportunities 1. 2. 3.	[CASE <i>tools</i> Reflective Question Matrix]
Getting Ready Strategies <ul style="list-style-type: none"> ○ Open and Clear Communication ○ Establish Parent-Child Interaction P ○ Affirm Parent Competencies ○ Make Mutual/Joint Decisions ○ Focus on Child's Strengths ○ Share Developmental Info ○ Use Observations and Data ○ Model/Suggest 	Strengths 1. 2. 3. Opportunities 1. 2. 3.	