

Coaching Conversation Record Sheet

Teacher(s):

Grade/subject area:

Coach:

Date:

Topic/problem:

Information about the topic/problem:

Goal:

Brainstormed options for meeting the goal:

Action to be taken:

(continued)

Coaching Conversation Record Sheet (*Continued*)

Action Plan

Step 1: _____ Date to be done by: _____

Step 2: _____ Date to be done by: _____

Step 3: _____ Date to be done by: _____

Step 4: _____ Date to be done by: _____

Evaluating success in meeting the goal:

If the Goal Is Met, This Will Be Seen/Heard/Felt:	Tool to Assess Whether This Is Seen/Heard/Felt:

Next meeting date and time: _____

Focus of the next meeting: _____

To do before then: _____