

Planning Reflection and Feedback Sessions



Planning Reflection and Feedback TPOT/TPITOS Goal Setting Meeting

Prior to meeting

- Gather and organize data: scoring book and manual to refer to, [graphs](#), written observation and feedback notes
- Gather the various action planning forms (found in shared goals and action planning resources) to bring to meeting to provide coachee with a choice of which one to use
- Decide how you will start the meeting to help coachee transition into different thinking for the meeting- especially if they have just come from the classroom(e.g. Mindful minute, couple breaths together, etc)
- Have a few [reflection questions](#) in mind to start (some broader, some more specific). Develop questions that focus on a few practices you think need change promptly (red flags)

Planning for Reflection and Feedback Following Coaching Cycle

Prior to meeting

- Complete a [Focused Observation](#)
- Use goal, data and notes from focused observation to develop reflection questions Optional: “Use [Coaching Session Planning Tool](#)”
- Data will anchor your conversations

Facilitating Reflection and Feedback Session after TPOT/TPITOS

- Welcome and Orient to Meeting-Give a brief description of what how the session will go
- Use reflection questions you prepared (Coach can anticipate that Coachees answers will help determine necessary practice changes).
- Reserve time to talk about emotions that may have come up for coachee/team
- Give [supportive feedback](#)
- Give [constructive feedback](#) after a few rounds of coaching and/or when coachee is ready for it
- Begin the shared goals and action planning process
- Set next focused observation and reflection and feedback session
- Send a [follow up email](#) thanking them for their time, providing supportive feedback, support for the action plan, and reminding coachee of next observation date and specific routine you are observing and what you are observing

Facilitating Reflection and Feedback Session after Focused Observation

- Welcome and orient to meeting
- Ask questions you planned or refer to your coaching session planning tool
- Coachees thoughts to the reflective question will establish changes they will want to make in their practice which will lead to goal being met or adjusted
- Give supportive feedback that is purposeful, succinct, and makes connections
- Give constructive feedback after a few rounds of coaching and/or when coachee is ready for it
- Coachee determines what they will work on for next focused observation
- Adjust goal and action plan to reflect next focus
- Set time/date of next focused observation and reflection and feedback session
- Send a follow up email thanking them for their time, providing supportive feedback, support for the action plan, and reminding coachee of next observation date and specific routine you are observing and what you are observing
- Coaching cycle continues until next TPOT/TPITOS observation (6 months)