



# Shared Goals and Action Planning

## Developed in TPOT/TPITOS Reflection and Feedback

- ❑ Describe goal setting and action planning process if coachee is new or coach feels a review is needed
- ❑ Using the reflective conversation, [teacher goal planning form](#), [needs assessments](#), PIDS reports (TPOT/TPITOS trend report and/or TPOT/TPITOS red flag trend report), [written feedback](#), and scoring booklet prioritize key practices that emerge as areas of need/interest
- ❑ If you are a new coach or have a new coachee, it is suggested to use the [NCPMI Action Plan](#). After a few cycles or if the action plan doesn't fit for your coachee, coaches can present several examples of [action plan forms](#) and allow teacher to pick which one they feel comfortable with
- ❑ When creating the Action Plan use the [Action Plan Quality Checklist](#) for reference
- ❑ Create a measurable goal and complete the rest of the Action Plan. Coachee documents the plan

## Developed or Reviewed in Focused Observation Reflection and Feedback Session

- ❑ Using reflective conversation and data from focused observation determine if goal has been met
- ❑ If Coachee would like to continue working on goal or if data and conversation reflects goal has not been met then keep goal or make adjustments to the Action Plan
- ❑ If conversation and data shows a goal has been met, use other data (needs assessment, TPOT/TPITOS docs, etc) and teacher input to decide on the next goal.
- ❑ This cycle continues until next TPOT/TPITOS observation (6 months)