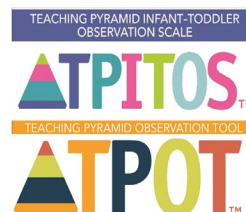


# Completing TPOT/TPITOS Observations

## Important Notes



- A strong collaborative partnership with your coachee(s) is essential for all coaching activities, including completing TPOT and TPITOS observations.
- TPOT/TPITOS Reliability Training is a required element of preparing for Pyramid Model coaching.
- The first two TPOT/TPITOS observations will be completed with an external coach for reliability support.
- The TPOT/TPITOS observations should be completed every 6 months until 2 consecutive observations indicate that 80% of indicators are in place with no red flags.
- TPOT observations should be a minimum of 2 hours that include teacher directed, child directed and transitions. TPITOS observations should include at least 3 routines (play, structured group, personal care and/or outdoors). Both tools have an interview portion that takes between 30 and 60 minutes.
- Pyramid Model coaching includes two connected elements: The TPOT/TPITOS observation and feedback session and subsequent Practice Based Coaching cycles.
- All resources that are bolded and italicized are available on our resource page at <https://wiimh.org/tpot-tpitos-resources>.

<p><b>One month before planned TPOT/TPITOS observation window</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule the TPOT/TPITOS observations.</li> <li><input type="checkbox"/> Schedule a time within 24 hours of observation to complete the interview portion.</li> <li><input type="checkbox"/> Schedule the TPOT/TPITOS Reflection and Feedback meeting to occur within one week after the observation and interview.</li> <li><input type="checkbox"/> If doing the TPOT/TPITOS observation with an External Coach or an additional Internal Coach from your program for reliability support, schedule a time to reach a scoring consensus after you score the TPOT/TPITOS and before the debrief meeting.</li> </ul>	<p><b>Prior to planned observation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Request a copy of the classroom schedule</li> <li><input type="checkbox"/> Confirm date and time of the observation, interview and Reflection and Feedback session</li> <li><input type="checkbox"/> Review the TPOT/TPITOS manual and scoring booklet/forms</li> <li><input type="checkbox"/> Gather materials for taking notes and any referred <b><i>note-taking templates</i></b> for the observation</li> <li><input type="checkbox"/> Optional: Send a reassuring email to the teaching team that could include <b><i>“Preparing for the Pyramid: Classroom Essentials”</i></b> resource</li> </ul>
<p><b>Day of the Observation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Observe TPOT or TPITOS Pyramid Model classroom.</li> <li><input type="checkbox"/> Complete the interview with the coachee/team on the same day or within 24 of the observation.</li> <li><input type="checkbox"/> After the observation, leave a note or treat with positive, descriptive feedback (e.g. “What a fun story you shared today, the children were so engaged”).</li> <li><input type="checkbox"/> After the observation, consider providing coachee with the <b><i>Teacher Goal Planning Form, Classroom Essential Checklist and/or another strengths and needs assessment</i></b> to complete before the first Reflection and Feedback meeting.</li> <li><input type="checkbox"/> Optional: Follow up observation with an email thanking them for letting you observe in the classroom and provide some positive comments around an area of the TPITOS/TPOT that scored higher. Include confirmation of Reflection and Feedback meeting date/time.</li> </ul>	<p><b>Scoring the Observation and Preparing for initial TPOT/TPITOS Feedback Session</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Using the manual and scoring booklet, score the TPOT/TPITOS as soon as possible after the Interview. Be sure to plan for time to reach scoring consensus with the External or Internal Coach you may have partnered with.</li> <li><input type="checkbox"/> Enter TPOT/TPITOS score into PIDS using the scoring booklet.</li> <li><input type="checkbox"/> Print out TPOT/TPITOS Trend Report and TPOT/TPITOS Red Flag Trend Report. Save these documents to bring to the Reflection and Feedback meeting.</li> <li><input type="checkbox"/> Complete the <b><i>Observation Feedback Form</i></b> that includes areas of strength and emerging skills.</li> <li><input type="checkbox"/> Determine how you will gather input from the coachee if you have not already provided a <b><i>strengths and needs assessment</i></b>.</li> </ul>