Before We Begin...

Before the webinar begins, you might like to print the following from the Resource widget:

- PowerPoint slides handout
- Notetaker handout
- Action Plan Quality Checklist

Coaching Corner Webinar Series
Action Plans: The Road Map of Practice-Based Coaching
March 23, 2019
Presenters:
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Webinar Features
- Slide Deck
- Question & Answers
- Webinar Tips
- Resource List
- Group Chat
Session Objectives

At the end of this presentation, you should be able to:

• Identify different action plan formats
• Describe the components of an action plan
• Compare action plans to decide if goals are specific, observable, and measurable

Let’s Chat

What do you find most challenging about action planning?

Action Plan Components and Formats
Components of an Action Plan

1. Goal(s)
2. Goal achievement statement
3. Action steps
4. Resources or supports needed
5. Timeframe
Achievement Statement Considerations

Goal Achievement Statement

- Is it clear how the coach and coach will know when the goal is met?  
  Yes  No
- Is the goal achievement statement dependent on teacher actions rather than child?  
  Yes  No

How would you rewrite this achievement statement?

"I will know I have achieved my goal when all the children are engaged during whole group time"

Action Steps, Resources, Timeline Considerations

Action Steps

- Are there two or more action steps to break down how the goal will be achieved?  
  Yes  No
- Is there at least one action step that includes what support the coach will provide (e.g., modeling, side-by-side verbal/verbal support, videotaping, etc.)?  
  Yes  No

Resources

- Are materials or resources listed for all action steps?  
  Yes  No

Timeline

- Is there a timeline for the next action step?  
  Yes  No

Your Turn - Rate the Action Plan Quality
Rate the Goal

This Goal is Effective!

- Specific
- Observable
- Measurable
- Achievable

Rate the Goal Achievement Statement

Action Plan

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
<th>Provider Feedback</th>
<th>By When</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Rate the goal not yet met</td>
<td>1.00</td>
<td>Oct 4</td>
</tr>
<tr>
<td>1.1</td>
<td>The goal is met</td>
<td>1.00</td>
<td>Oct 8</td>
</tr>
</tbody>
</table>

Note: if the goal is not met, provide feedback and guidance to the parent.
Goal Achievement Statement Needs to Be Revised

- It is not clear when the goal will be achieved
- Goal Achievement Statement is dependent on parent implementation

I will know I have achieved this goal when I have pointed out (verbally) at least one instance when the parents are doing something to support their child’s learning (e.g., asking open-ended questions, providing information, etc.) during a play session.

Rate the Action Steps, Resources, and Timeline

Action Plan
The goal will be... During transitions between activities, I will give Sam an individual reminder to transition and then show him a picture with another reminder if he doesn’t respond to the reminder.

Goal: Transition to other activities

- Create picture cards to use during transitions (clean up, circle, line up)
  - By When: Oct 4
  - Resources needed: pictures of Sam

- Give Sam a reminder to get his toy back and set up chairs and adult math (to do "clean up toy")
  - By When: Oct 8
  - Resources needed: picture cards

- If needed, show him a picture and give another visual reminder (Show him a picture of him cleaning up toys and say "Clean up toy")
  - By When: Oct 8
  - Resources needed: picture cards

Action Steps, Resources, and Timeline

Action Steps
- Two or more action steps to break down the goal

Resources
- Materials or resources listed for all action steps

Timeline
- Timeline for the next action step
Let’s Chat!

How could this tool be useful for you?

Thank you!

Contact us at ecdtl@ecetta.info or call (toll-free) 1-844-261-3752