



TOGETHER LEARNING & COLLABORATING (TLC) PROCESS

TLC OVERVIEW

- A group format practice-based coaching model for ongoing professional development.
- Combines different types of coaching—expert (trained facilitator), peer (fellow participants), and self (participant) coaching.
- In-person participant work groups led by trained facilitators, supported by independent group settings (classroom, family child care homes, home visits, and group socializations) and video recordings, and guided by group discussions about practices.
- Process focuses on specific research-based effective practices using video recording, reflection, group, and individual feedback.
- Cost-effective way to provide group coaching using ECLKC resources—including the in-service suites and the Head Start Early Learning Outcomes Framework Effective Practice Guides.

SUCCESSFUL TLC PLANNING: THE “THREE Ps”

PREPARATION

Material, Resources, and Financial Considerations

- Regular access to a private place for meetings (both group and individual meetings).
- Ability to watch videos, such as via a computer or television with a USB connection.
- Resources for copying material to be used throughout the TLC process.
- Access to computers and high-speed Internet, if choosing to use Coaching Companion for individual meetings
- Video equipment (e.g., video cameras, SD cards, and tripods for each participant).
- Programs are responsible for sending facilitators to a two-day TLC training. Programs determine how to pay for the cost of printing training materials.

PERSONNEL

TLC Facilitators

- Can be education managers, coaches, or other staff who support educators within your program or grantee.
- Make a commitment to facilitating the TLC group sessions throughout the school year.

Training for TLC facilitators includes the following:

- an in-person two-day training that is the foundation for being a facilitator
- instruction in how to lead group discussions, how to promote intentional video recording, and how to coach participants and support peer and self-coaching within the group
- the *TLC Facilitation Manual*, *TLC Session Guides*, and support to implement the TLCs

TLC Participants

- A group of 6-8 educators committed to attending in-person TLC group sessions for the school year.

TLC time commitments

Participants, 5-7 hours per month

- Attend in-person sessions every two weeks (90 minutes/session)
- Complete video recording and reflection in between sessions (1 hour each)

Facilitator, 12-15 hours per month

- Prepare for sessions
- Conduct individual teacher participant meetings
- Lead the TLC process

PROCESS

The TLC process is a cyclical, non-evaluative process to help education staff use effective practices that can lead to positive outcomes for children.

WHO: TLC groups include 6–8 participants and 1 facilitator.

WHEN: TLC group sessions are 90 minutes long and occur every 2 weeks for 6–8 months.

WHERE: At a regular location most convenient for the participants that allows for private discussion.

WHAT: TLC sessions include learning new content, supportive discussion, and reflective video watching with others. Participants video record in their group setting (classroom, family child care home, during a home visit or group socialization) each week, and receive individual coaching as needed.