



Coaching Guide: Data Snapshots

Effective Facilitators engage in reflection as a way to continuously hone their craft as a facilitator. Reflection allows for the cognitive processing that is needed to continue momentum and further the actions of schools.

Just as schools engage in an Improvement Cycle with the support of Facilitators, Facilitators engage in an Improvement Cycle with the support of Coaches. External coaching support provides a focal point and adds structure to the reflection process.

Desired Outcomes of Data Snapshots

- Clarified view of the multiple, related data sources and participants' feelings and meanings about them
- Strong understanding of the data-driven, goal-setting process
- Summary report with strengths, opportunities, goals, and three or four priorities on which the School Transformation or District Implementation Team can focus attention and efforts for next 6 to 12 month

Coaching Questions After the Data Snapshots Process

1. On a scale of 1-10, with 10 being ideal, how close was that Data Snapshot/team interaction to your ideal?
2. What pleased you about it? OR Why didn't you select "1"? What DID you do that aligned with the outcomes/process of a Data Snapshot?
3. What would have to change to move your assessment of the process closer to a 10?
4. What could team members do differently? How would that look or sound?
5. How could we measure that change?
 - Identify a measurable goal
 - Confirm with the Facilitator that the identified goal is the one he or she really think is important. If not, repeat until a meaningful goal is set
6. Review the list of effective facilitator strategies.
 - Discuss ways to use or ramp up the strategy to achieve the goal.
7. Specific to the desired outcomes of the Data Snapshots process, were the outcomes achieved by the team? (i.e., understanding of the process, shared understanding of multiple data sources, and a summary report of data, strengths, opportunities, student outcome goals, and 2-4 priorities)
8. What needs to happen so that the outcomes are achieved?



Facilitator:	Coach:	Date:
Reflections:		
Goals:		
Strategies to Achieve Goal:		
Next Steps * :		
Reflections:		
Goals:		
Strategies to Achieve Goal:		
Next Steps * :		

*The Facilitator may have set a goal and selected strategies specific to the Data Snapshots process, but will not be conducting an event in the near future. If this is the case, include a Next Step to establish a meeting date prior to the scheduled Data Snapshot in order to review and refresh the plan.



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Within a week of the Data Snapshot event, a follow-up meeting should occur. The following questions can guide this follow-up:

1. Given the goal you selected at the last coaching meeting, reflect on the Data Snapshot you facilitated today.
2. Did you meet (or make progress toward) your identified goal?
 - If yes, what do you think made the biggest difference? How did it impact the process? How can you continue to refine your use of the strategy?
 - If no, do you want to stick with the chosen strategies or consider something different?
 - If you stay with the chosen strategies, what could be done differently to increase its impact?
 - If you want to consider something different, what do you think would help the team achieve different outcomes from the process? How can you leverage strengths of the team and your own strengths?
3. What are your next actions?

Facilitator:	Coach:	Date:
Was the Goal (or progress) Attained?		
Plan for Sustaining or Refining Strategy:		
Next Steps*:		
Reflections:		
Was the Goal (or progress) Attained?		
Plan for Sustaining or Refining Strategy:		
Next Steps*:		

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