



Coaching Guide: Priorities

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 further momentum and actions of schools.

Just as sites engage in the Improvement Cycle using Facilitators, Facilitators engage in the Improvement Cycle using Coaches. External coaching provides focus and structure to the reflection process.

Desired Outcomes of Priorities

- Increased understanding of stage-based action planning
- Determination of stage of implementation related to each identified practice
- Documentation of specific actions that will be taken to move implementation forward for each priority and practice
- Ability to anticipate and improve effectiveness of implementation work

Coaching Questions After the Priorities

1. On a scale of 1-10, how close was that Priority & Practice Planning process 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 would team members be doing differently? What would that look like or sound like?
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 Priorities process, were the outcomes achieved by the team (i.e., understanding of stage-based planning, determination of stage for each practice, documentation of action steps to move implementation forward and ability to anticipate and improve effectiveness)?
 - What needs to happen so that the outcomes are achieved?



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

*If the Facilitator set a goal and selected strategies specific to the Priorities process and will not be facilitating this process in the near future, a next step needs to include establishing a meeting date prior to the scheduled Priorities process in order to review and refresh the plan.



Coaching Guide: Data Snapshots

Within a week of the Priorities process, 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 your facilitation of the Priorities process 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:
Reflections:		
Was the Goal (or progress) Attained?		
Plan for Sustaining or Refining Strategy:		
Next Steps*:		

Adapted from Knight, J. (2014). What Coaches Do. Lawrence, KS: Instructional Coaching Group.