



Observation Log and Reflection Sheet

Location _____

Observation Notes		
Coachee:		Coach:
Date:	Time spent preparing:	Time spent in observation:
Time for reflection and feedback		Time spent in follow up:
Focus:		
What I observed:		What I want to share:

Coach: Fill in the checkboxes below to be sure you conducted a thorough reflection and feedback session.

Coaching Components and Reflection Sheet				
Coaching Components	Yes	No	N/A	Notes
Reflection				
I encouraged the coachee to consider his or her actions by asking reflective questions.				
Feedback				
I reviewed the current action plan goal				
I shared data on the relevant action plan goal.				
I provided supportive feedback on coachee's use of strategies related to the relevant action plan goal.				
Feedback was positive and highlighted coachee's strengths.				
I provided constructive feedback which was non-judgmental and included suggestions for improvement related to the relevant action plan goals.				
Planned Actions				
I directed coachee to examples or materials that might help the coachee address the relevant action plan goal.				
Scheduling				
Together, the coachee and I determined days/times to conduct next observations.				
Together, the coachee and I determined days/times to conduct next coaching session.				
Checking In				
I asked the coachee if he or she had any questions or concerns.				
I answered any questions				
Notes:				