

How To Connect The Head Start Coaching Companion to Practice-Based Coaching

The Head Start Coaching Companion (HSCC) was created to align with the three components of Practice-Based Coaching (PBC): Shared Goals and Action Planning, Focused Observation, and Reflection and Feedback. The HSCC helps support coaching implementation, track progress, and engage in reflection through each PBC component.

This guide offers step-by-step instructions that show coaches and coachees where to enter goals, action steps, questions, and comments in the HSCC. Screen shots of the HSCC platform demonstrate how to use features such as uploading and tagging videos.



PBC Step: Shared Goals and Action Planning



Recording goals and action plan steps on a platform where they can be revisited or reflected upon will help guide both the coach and the coachee's work. The Action Plan Goal and Steps section of the HSCC platform is a convenient place to store related ideas, questions, and comments. The text below shows coaches and coachees how to enter their goals and action plan steps into the HSCC. Once entered, both coaches and coachees can edit or revisit goals and action plan steps at any time.

What are my goals and where do I document them on HSCC?

1. Select the "Edit Goal" tab and type your goal in the field labeled, "What is your goal for this coaching cycle?"
2. Next, in the field labeled "How will you know when you have achieved this goal?" type in your answer. For example, "I will know that I have achieved this goal when my coach has documented me asking each child at my table two open-ended questions at lunch without being prompted to."
3. Select "Update."
4. Select "Add Step" and enter an "Action Plan Step" you will use toward reaching your goal. For example, "My first action plan step will be to read the open-ended questions indicator in the CLASS manual."
5. Choose a "Start Date" for this "Action Plan Step."
6. In the "Step assigned to" field, add the name(s) of the participant(s) who will work on this goal.
7. Use the "Notes (optional)" field to add any notes you may have about this "Action Plan Step."
8. Select "Create Step."

Action Plan Goal

Edit Goal

What is your goal for this coaching cycle?
My goal is to ask each child at my table two open-ended questions during lunch time every da this week.

How will you know when you have achieved this goal?
I will know that I have achieved this goal when my coach has documented me asking each child at my table two open-ended questions at lunch without being prompted to.

Update

View Steps Add Step

Action Plan Step
My first action plan step will be to read the open-ended questions indicator in t manual.

Start Date
12/09/2020

Step assigned to
x Joyce Escorcia

Notes (optional)

Note: To add media resources to this Action Plan Step, please create the step first.

Create Step

9. Select “Add Step” to enter a second “Action Plan Step” (if applicable) to reach the goal above.

10. Type in your second action plan step.
For example, “My second step is to watch videos that show teachers modeling good examples of asking open-ended questions.”

11. Choose a “Start Date” for this “action plan step.”

12. In the “Step assigned to” field, add the name(s) of the participant(s) who will work on this goal.

13. Use the “Notes (optional)” field to add any notes you may have about this action plan step.

14. Select “Create Step.”

15. Enter a third “Action Plan Step” (if applicable).

For example, “Step three will be to record myself at lunch time Monday to see how many open-ended questions I ask each child at my table.”

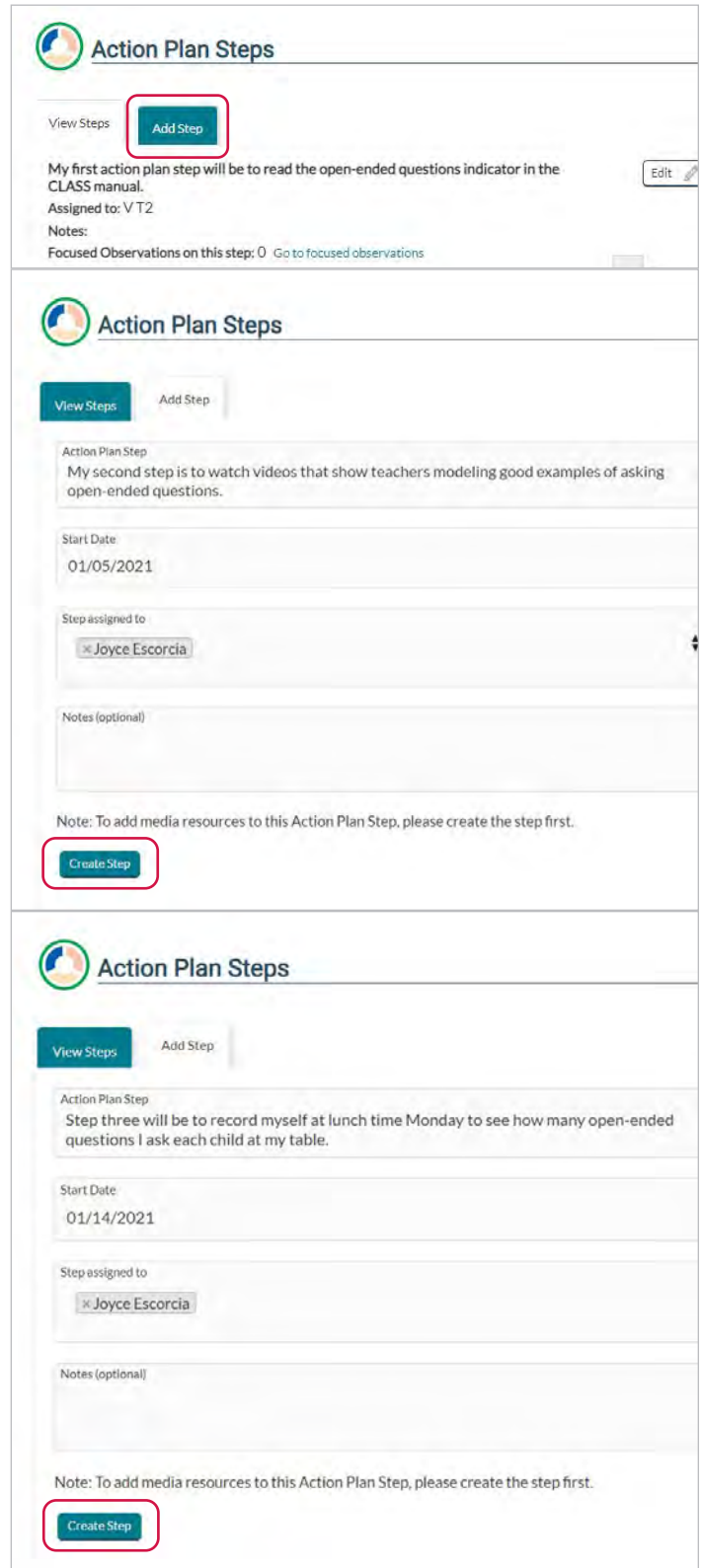
16. Choose a “Start Date” for this “Action Plan Step.”

17. In the “Step assigned to” field, add the name(s) of the participant(s) who will work on this “Action Plan Step”.

18. Use the “Notes (optional)” field to add any notes you may have about this “Action Plan Step.”

19. Select “Create Step.”

The HSCC allows coaches and coachees to add as many action steps needed to support your work.



PBC Step: Focused Observations



The HSCC allows coaches and coachees to add different types of focused observation support material. Videos, pictures, anecdotal notes, and documents can be uploaded for those in a coaching partnership to watch, review, read, or reference. The text and screen shots below show how to upload focused observation materials to the HSCC. Once entered, these are saved to the platform for reflection and feedback.

How and what focused observation material can I upload in HSCC?

It is useful to upload focused observation material that show or demonstrate skills the coachee is working on to achieve their goal. The HSCC gives the option to add a focused observation to each action step, but it is not required. However, you should choose at least one “Action Plan Step” to which you can add a focused observation.

1. Select “Go to Focused Observations” to upload focused observation material.
2. Enter a “Title” for the focused observation, (e.g., “Video of me asking children open-ended questions during lunch time.”)
3. Enter the name(s) of the “Observers” and “Observed Participants.”
4. Type in a “Focus” for the observation, (e.g., “Asking open-ended questions.”)
5. Choose and enter an “Observation Date.”
6. In the “Preparation Notes” field, add any optional notes you may have.
7. Select “Create.”

8. To add a media or a text file to your focused observation, select “Resources & Comments.”

9. Under Resources, choose the source of your focused observation upload. For example, to upload a file from your computer, phone, or tablet, select “Add New Media.”

10. Select “Choose File.”

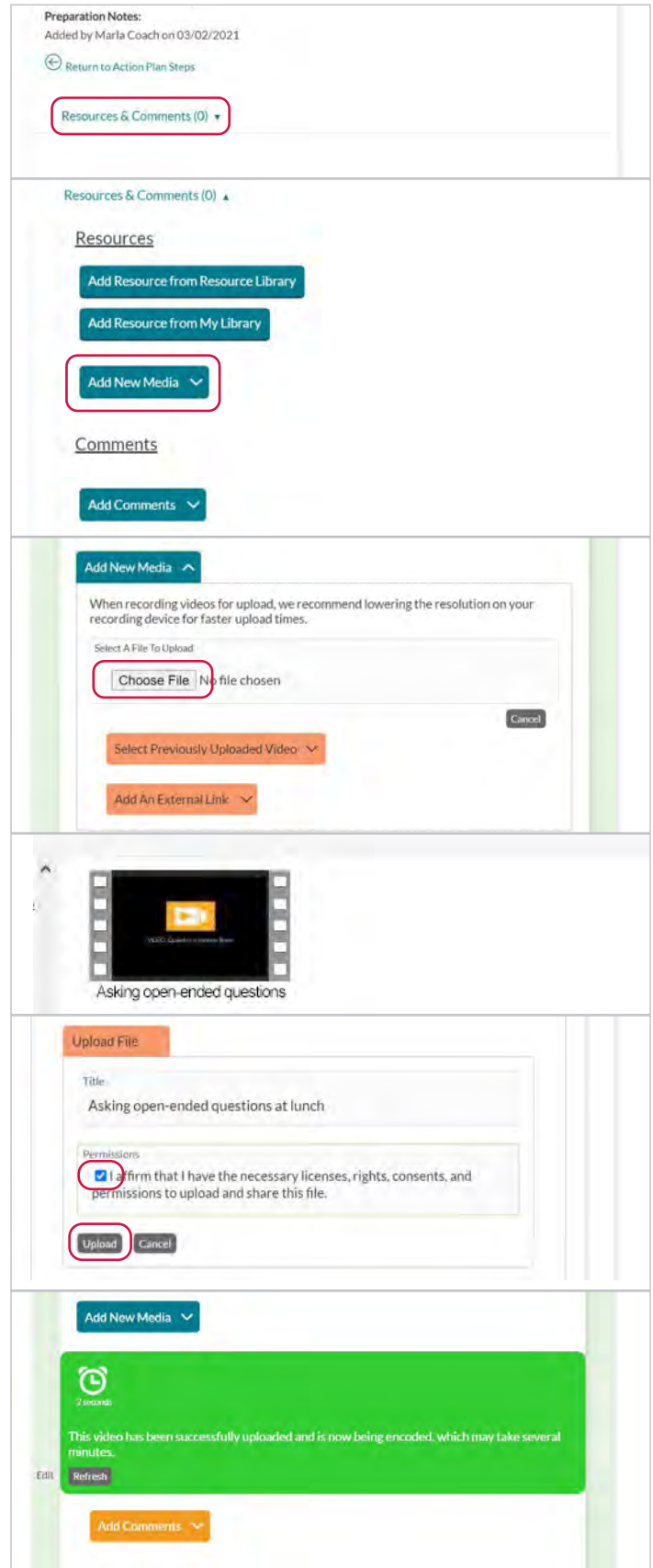
11. Choose the file you want to upload.

12. Before uploading your file, check the “Permissions” box to confirm you have all file-sharing permissions.

13. Select “Upload.”

14. A message will confirm when your media has successfully uploaded.

The HSCC allows coaches and coachees to add as many focused observations needed to support your work.



PBC Step: Reflection and Feedback



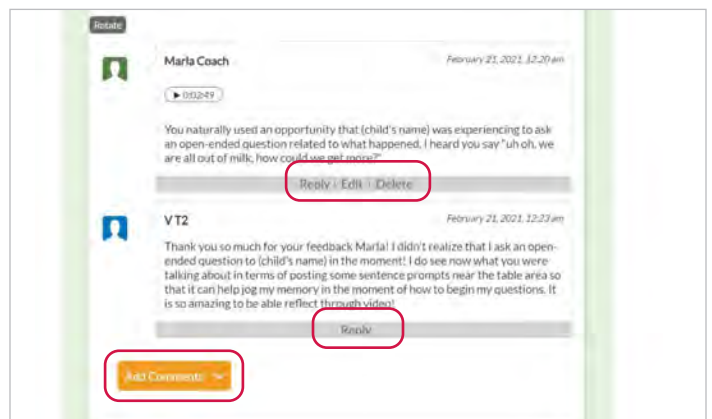
Engaging in back-and-forth feedback with a coach or peer can help coaches and coachees see progress or areas of growth. The text and screen images below show how to facilitate virtual coaching and participant conversations through comments and discussion on specific focused observations.

How and where can I hold virtual discussions on HSCC?

1. To provide a comment to a focused observation, select “Add Comments.”
2. Enter a comment in the box and select “Add Comment” again.
3. To reply to a comment, select “Reply”. To edit a comment, select “Edit”. To delete a comment, select “Delete”.

The HSCC allows coaches and coachees to engage in as many replies needed to support their goal.

You can point out and comment on specific moments in a video, pause the video to timestamp it and add comments to your timestamp. Participants in that focused observation can reply to comments or enter their own.



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