Before We Begin..

Before the webinar begins, you might like to print the following from the Resource widget:

- PowerPoint slides handout
- Notetaker handout
- Action Plan Quality Checklist

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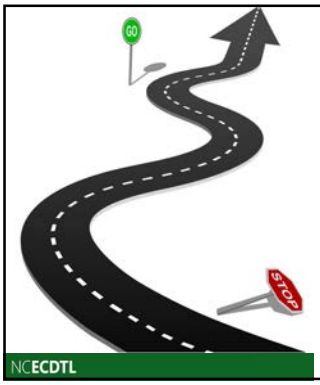
1



Coaching Corner Webinar Series

Action Plans: The Road Map of Practice-Based Coaching

March 23, 2019

Presenters:

Joyce Escorcia, NCECDTL

Sarah Basler, NCECDTL

NATIONAL CENTER ON Early Childhood Development, Teaching and Learning

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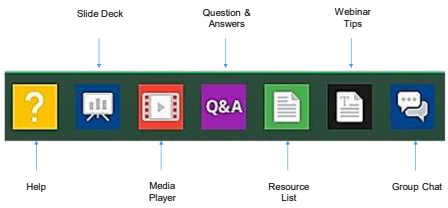
2

Webinar Features



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3

Session Objectives

At the end of this presentation, you should be able to:

- Identify different action plan formats
- Describe the components of an action plan
- Compare action plans to decide if goals are specific, observable, and measurable

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Let's Chat

What do you find most challenging about action planning?

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Action Plan Components and Formats

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Components of an Action Plan

1. Goal(s)
2. Goal achievement statement
3. Action steps
4. Resources or supports needed
5. Timeframe

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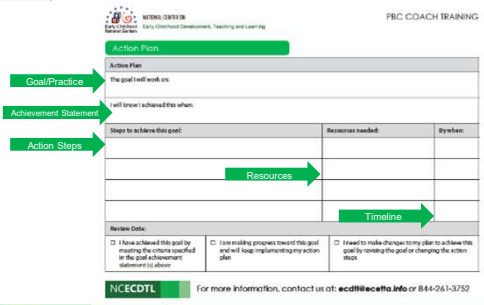
7

Action Plan Format A



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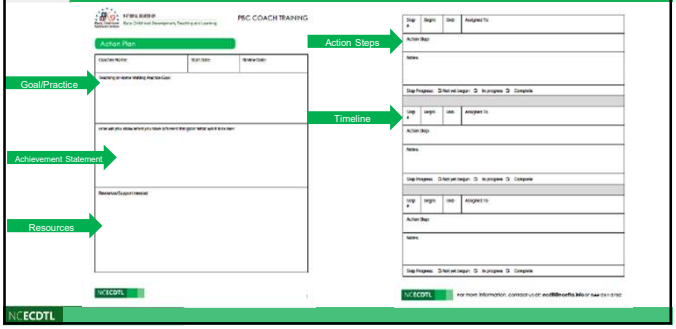
8

Action Plan Format B



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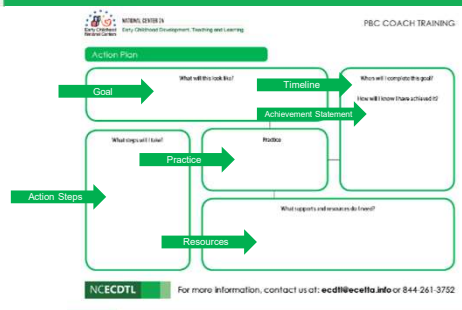
9

Action Plan Format C



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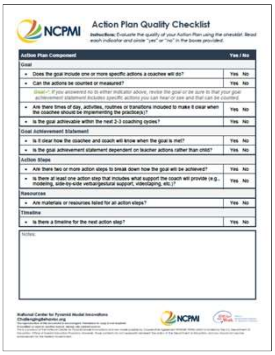
10

Action Plan Quality Checklist



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11

Goal Considerations

Goal	
• Does the goal include one or more specific actions a coachee will do?	Yes No
• Can the actions be counted or measured?	Yes No
Goal✓: If you answered no to either indicator above, revise the goal or be sure to that your goal achievement statement includes specific actions you can hear or see and that can be counted.	
• Are there times of day, activities, routines or transitions included to make it clear when the coachee should be implementing the practice(s)?	Yes No
• Is the goal achievable within the next 2-3 coaching cycles?	Yes No

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Achievement Statement Considerations

Goal Achievement Statement	
• Is it clear how the coachee and coach will know when the goal is met?	Yes No
• Is the goal achievement statement dependent on teacher actions rather than child?	Yes No

How would you rewrite this achievement statement?

"I will know I have achieved my goal when all the children are engaged during whole group time"

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13

Action Steps, Resources, Timeline Considerations

Action Steps	
• Are there two or more action steps to break down how the goal will be achieved?	Yes No
• Is there at least one action step that includes what support the coach will provide (e.g., modeling, side-by-side verbal/gestural support, videotaping, etc.)?	Yes No
Resources	
• Are materials or resources listed for all action steps?	Yes No
Timeline	
• Is there a timeline for the next action step?	Yes No

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Your Turn - Rate the Action Plan Quality

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15

Rate the Goal

Teaching Practice Goal		
The teaching practice I am working on is: *(copy this right off the Needs Assessment)*		
I use children's names in a positive context		
I will: *(describe exactly what you will do if you are implementing this teaching practice)*		
When I am on the floor with children, I will use each child's name at least once.		
Action Steps	**Resources Needed**	**Due Date**
My co-teacher and I will remind each other of the goal every morning.		Starting on Monday
I will try to use names in play, not just when I am talking to children about the routines.		Starting on Monday
Prepare to Collect Data		
How will you know when you have met your goal? *(Remember to focus on implementation of the teaching practice)*		
I will use each child's name at least once when I play with a child or children.		
What data will you collect about implementation of this teaching practice? *(Will you record how often you used the practice? What you did? How the children responded?)*		
The coach will count how many times I use each child's name when I am playing with the children.		

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This Goal is Effective!

- Specific
- Observable
- Measurable
- Achievable

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17

Rate the Goal Achievement Statement

Action Plan		
The goal I will work on: I will share specific examples of when the family supports their child's learning during play sessions by responding to their child's communication.		
I will know I achieved this when: The family is more confident about their support for their child during play and responding to the child's communication attempts		
Steps to achieve this goal--	**Resources needed:**	**By When:**
Remind the parent of one strategy to use during play such as responding to the child every time	Examples to verbally share with the parents	Oct 4
Identify during the interaction at least 3 times the parent responds appropriately to the child and indicate to the parents	Observation notes	Oct 8
Note child response to parents to share with the parent after the interaction.	Observation notes	Oct 8
Review Date:		
☐ I have achieved this goal by meeting the criteria specified in the goal achievement statement (s) above	☐ I am making progress toward this goal and will keep implementing my action plan	☐ I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps

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18

Goal Achievement Statement Needs to Be Revised

- It is not clear when the goal will be achieved
- Goal Achievement Statement is dependent on parent implementation

I will know I have achieved this goal when I have pointed out (verbally) at least one instance when the parents are doing something to support their child's learning (e.g., asking open-ended questions, providing information, etc.) during a play session.

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19

Rate the Action Steps, Resources, and Timeline

Action Plan

The goal I will work on: **During transitions between activities, I will give Sam an individual reminder to transition and then show him a picture with another reminder if he doesn't respond to the reminder.**

I will know I achieved this when: When I have given Sam an individual verbal reminder to transition and shown him the picture with another verbal reminder (when the individual verbal reminder is not enough to support him to transition) for 80% of transition opportunities for a week.

Steps to achieve this goal--	Resources needed:	By When:
Create picture cards to use during transitions (clean up, circle, line up)	pictures of Sam	Oct 4
Give Sam a reminder by getting face to face and saying clearly and simply what I want him to do ("Clean up toys")	picture cards	Oct 8
If needed, show him a picture and give another verbal reminder (Show him a picture of him cleaning up toys and say "Clean up toys")	picture cards	Oct 8

Review Date:____

☐ I have achieved this goal by meeting the criteria specified in the goal achievement statement (s) above	☐ I am making progress toward this goal and will keep implementing my action plan	☐ I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps

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20

Action Steps, Resources, and Timeline

Action Steps

- Two or more action steps to break down the goal

Resources

- Materials or resources listed for all action steps

Timeline

- Timeline for the next action step

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21

Let's Chat!

How could this tool be useful for you?

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22

Thank you!

Contact us at ecdtl@ecetta.info
or call (toll-free)
1-844-261-3752

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23