

Instructional Mentor Follow-Up Session
Salem-Keizer Public Schools
April 2019

Objectives:

- **Build coaching skills** through observation, experience, feedback and practice.
- Provide an opportunity for **supported work time** to plan for building specific needs.
- **Communicate** your plan to your building support team.

Agenda:

Welcome/Objectives

Coach Practice

May to May Review

Work Time

Communication Plan

Closing/Feedback



Triad Coaching Notes

Set Parameters	Explore	Roadblocks	Plan Steps	Sum it up

Set Parameters

- Knowing we have ____ minutes together, how would you like to use our time today?
- Where would you like to start?
- What is your desired outcome for today's session?
- Where would you like to go from here?
- From your point of view, what is the present situation?
- To clarify:
 - How would you prioritize these issues?
 - What's most urgent now?
 - What would you change?

Explore

- What have you tried, and how did you feel?
- What has worked in the past?
- How have others responded
- When has it felt right?
- What has challenged you most about this?
- What are the other options?
- What if you did nothing?
- What is most valuable here?
- What makes this important
- Say more ____, or Tell me more ____

Plan Steps

- How will you achieve your goal?
- What must happen?
- What are the big ideas?
- What might happen if you explore this possibility?
- What are the pros and cons to each?
- How does this fit into your plans and values?
- What will it cost if you don't do this?
- Who might help you?
- What is the most important thing you can do this week?

Roadblocks

- How might you sabotage yourself?
- What will you need?
- How will you address obstacles if and when they arise?
- Who do you need to include?
- Is this timeline appropriate? Realistic?
- What will be the most difficult part?
- How will you take care of yourself?
- How do you think others will respond?
- How will you evaluate the effectiveness of your plan?

Sum It Up...

- What is your takeaway from our session?
- What is most valuable to you?
- What are you committing to do between sessions?
- When can we check in to see how your plan is going?
- Has anything else come to mind?
- What would support you in achieving the commitment you have made?
- Is there anything that came up today that you want to be sure we give time to in our next session?

May to May Notes

TO DO LIST



FEEDBACK PAGE

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REFLECTION

I want to remember:

Something that is still unclear is:

Something that would be helpful is:

Other feedback: