



PBC-DIDM Coach Learning Experience Checklist & Planning Form

Use this document to plan for and record what occurred in the PBC-DIDM PLTA Process Coach Learning Experience. Items do not need to be completed in the order listed. Facilitators are encouraged to review the *Facilitating Coach Community Learning Experiences Guide* file in the [Resource Library](#) before holding their first Coach Learning Experience.

Program: _____ **Date:** _____ **Facilitator(s):** _____

Prep Time in Min: _____ **Length in Min:** _____ **Follow-up in Min:** _____

of Participants: _____ **Profile Tier:** _____ **Profile Indicators:** _____

Participants: _____

Preparation Indicators	Yes	No
1. Prepare for a PBC-DIDM Coach Learning Experience aligned with the <i>PBC-DIDM Implementation Profile</i> or other program priorities		
2. Identify the decision(s) to be made, objectives, resources, and guided application activities aligned with the data and meeting objectives		
3. Schedule one or more Coach Learning Experience(s) with sufficient time to meet learner objectives/make the decision(s)		
Implementation Indicators	Yes	No
1. Confirm all participants have a shared understanding of the Prepare-Look-Think-Act (PLTA) Process		
2. Confirm the decision(s) to be made related to the <i>PBC-DIDM Implementation Profile</i> or other program priorities		
3. Situate the decision within the <i>PBC-DIDM Effort and Effect Cascade</i> and discuss why and how the decision benefits the program		
4. Prepare data for the decision to be made		
5. Look at the data, Think about and describe strengths, needs, and priorities aligned with the decision		
6. Discuss possible ways to Act in response to the data and available resources		
7. Prioritize immediate and future action(s) related to the decision, discuss who is responsible for each action step and a timeline for completion		
8. Confirm action step details are recorded in the meeting notes, including information about who is responsible and a timeline for completion		
9. Determine if additional Coach Learning Experiences are needed and, if needed, schedule additional time		
Follow-Up Indicators	Yes	No
1. Track attendance for meeting participants		
2. Share notes from the meeting (e.g., posted, emailed)		
3. Share resources identified or discussed during the meeting		

Organize your data! Name the scanned copy of this file: ProgramID-CLE-mm.dd.yyyy

PBC-DIDM Coach Learning Experience Planning Form (Version 2.0) - Produced by the "Practice-based Coaching Data-Informed Decision Making" model demonstration project funded by the Office of Special Education Programs (#H326M200021, Project Officer: Anita Vermeer). Contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

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PBC-DIDM Coach Learning Experience Planning Form

Use this document to plan for PBC-DIDM Coach Learning Experiences. Facilitators are encouraged to review the *Facilitating Coach Community Learning Experiences Guide* in the [Resource Library](#) before facilitating their first Coach Learning Experience.

Planned Date: _____ **Planned Duration:** _____ **Facilitator(s):** _____

Key Parts	Our Plan
Decision(s) to be made	Align with <i>PBC-DIDM Implementation Profile</i> indicators and priorities established by the Leadership Team. Consider using the <i>PBC-DIDM PLTA Process Handout</i> .
Objectives	Describe what coaches will know or be able to do as a result of this Coach Learning Experience. Align with <i>PBC-DIDM Coach Data Literacy Competencies</i> - see the <i>Facilitating the Coach Community Learning Guide</i> or <i>PBC-DIDM Coach Learning Experience Tracking Tool</i> in the Resource Library .
Gather Data and Other Resources	Identify the sources of effort and effect data and other materials for this learning experience. Consider if the Lead Coach has the knowledge and skills to facilitate this meeting and identify other facilitators as needed. Your program's <i>PBC-DIDM Data Mapping Tool</i> is often helpful.

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Getting Started	Orient participants to the objectives and activate prior knowledge or experiences relevant to the decision.
Guided Application of PLTA Process	Use the objectives to plan for the application activities and how you will facilitate their engagement in the process. Consider using the <i>PBC-DIDM PLTA Process Handout</i> .
Closing & Next Steps	Gather feedback from participants about their experience. Identify action steps and invite feedback about the Coach Learning Experience.
Record Data	<input type="checkbox"/> Complete <i>PBC-DIDM Coach Learning Experience Tracking Tool</i> to record attendance, and <i>PBC-DIDM Coach Data Literacy Competencies</i> addressed <input type="checkbox"/> Send a follow-up email to participants to make them aware of the action steps and the date and time of the next PBC-DIDM Coach Learning Experience, if applicable <input type="checkbox"/> Other:

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