

Practice-Based Coaching Workshop Implementation Checklist

This is a 2-day or 4-half-day workshop that can be delivered in person or virtually:

- 1A. Welcome and Introduction
 - 1B. Overview of PBC
 - 1C. Effective Practices
- 2A. Coaching Strategies
- 2B. Using Your Coaching Manual and Resources
- 3A. Collaborative Partnerships & Director Orientation
 - 3B. Shared Goal Setting and Action Planning
- 4A. Focused Observation & Reflection and Feedback
 - 4B. Preparing for Implementation

How to use this form:

- Complete the checklist by observing the facilitator during the workshop or by reviewing a recording to self-check indicators.
- For each indicator listed, check Yes, No, or N/A.
 - Score "Yes" if the facilitator covers the content, regardless of the instructional methods used to deliver the content.
 - Indicators do not need to be completed in order
 - Do not check N/A if the box is shaded.
- At the end of each section, sum the items that received scores of Yes, No, and N/A and record the scores in the provided row.
- At the end of the checklist, sum the total number of Yes, No, and N/A scores across all sections.



Section 1 Parts A-C		
Name of Facilitator(s):		
Start Time:	Stop Time:	Duration of Breaks:

Workshop Components	Check Box		
	Yes	No	N/A
Section 1A: Welcome and Introduction			
1. Orient participants to the meeting location or platform			
2. Introduce facilitators and greet participants			
3. Acknowledge the source for materials being shared, and if appropriate, financial support for providing this workshop			
Section 1B: Overview of PBC			
4. Orient participants to workshop materials			
5. Activity: Invite participants to introduce themselves by sharing their coaching strengths/needs			
6. Review the objectives for the morning of day 1			
7. Describe why PBC is an evidence-based coaching model			
8. Introduce the parts of the PBC model and emphasize that it can be used with any set of effective practices			
9. Discuss how PBC can be used across different delivery formats			
10. Activity: Discuss how PBC is like or different from other coaching models the participants have experienced			
Section 1C: Effective Practices			
11. Define effective practices			
12. Describe why effective practices for PBC are observable and measurable			
13. Introduce effective practices that will be the focus of PBC			
14. Activity: Watch video clips to identify and gather data about the effective practices used by the Practitioners			
15. Activity: Invite participants to reflect and ask questions about PBC and the effective practices			
16. Review the objectives for the afternoon of day 1			

Workshop Components	Check Box		
	Yes	No	N/A
TOTAL NUMBER OF CHECKS IN EACH COLUMN			
Section 1 Parts A-C: Facilitator Characteristics			
1. Prepared relevant materials and used them in an organized manner			
2. When appropriate, navigated technology independently			
3. Used practical examples to illustrate key content			
4. Presented the content naturally in their own words (i.e., not reading script)			
5. Demonstrated enthusiasm for the subject matter and used positive non-verbal behaviors			
6. Provided multiple opportunities to respond within each section, using a variety of response formats (e.g., verbal, gestural, written, etc.)			
7. Invited questions from the participants			
8. Answered questions posed by participants appropriately or planned to follow up at a later time			
9. Summarized material at appropriate points so content flowed logically from one section to the next			
10. During application activities, provided feedback and support to the participants			
11. Worked collaboratively with co-facilitator throughout the session to manage materials, present content, and support learners			
TOTAL NUMBER OF CHECKS IN EACH COLUMN			

Day 1 - Lunch Break

Content and Objective Summary Data

Section	Yes	No	N/A
Section 1 (n = 19)			
Section 2 (n = 21)			
Section 3 (n = 16)			
Section 4 (n = 22)			
TOTAL (N = 78)			

Facilitation Summary Data

Section	Yes	No	N/A
Section 1 (n = 11)			
Section 2 (n = 11)			
Section 3 (n = 11)			
Section 4 (n = 11)			
TOTAL (N = 44)			

Notes:

Organize your data! Name the scanned copy of this file: ProgramID-PBC-WIC-mm.dd.yyyy (last day of workshop)
 Sample PBC Workshop Implementation Checklist (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. For use under Creative Commons license: [BY-NC-ND](https://creativecommons.org/licenses/by-nc-nd/4.0/). For more information, contact pbcidm@coe.ufl.edu