



## STARS to Quality Coaching

The goal of coaching is to increase the use of effective practices



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## Coaching Plan

List the effective practices of focus for this agreement.

*Practices are specific, observable actions or behaviors which support positive outcomes. Practices can occur across multiple settings and times of day. A practice often requires refinement and is **not** an activity that can be checked off as complete.*

How will coaching visits occur? (select one):

- in person
- virtually
- a combination of both

How many coaching cycles will be needed to reach coachee's goals? Coaching duration is estimated to be \_\_\_\_\_ coaching cycles.

Up to 16

How frequently will coaching cycles occur? Every two-weeks is optimal. (select one)

- Every two-weeks
- Other \_\_\_\_\_



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## STARS to Quality Coaching Agreement for One on one, expert coaching

I, the **coach**, agree to:

- Develop with the coachee, a list of effective practices, which align with professional and program goals
- Schedule, plan, and facilitate focused observation and coaching visits on an optimal two-week cycle
- Be organized and prepared for all scheduled coaching visits
- Use **all** components of Practice-Based Coaching with fidelity within the context of a collaborative partnership, including:
  - Shared goals and action plans
  - Focused observation
  - Reflection and feedback
- Provide additional support to implement effective practices by:
  - Sharing resources
  - Modeling effective practices
- Share all coaching documentation with the coachee
- Maintain confidentiality, **except in instances related to my responsibilities as a mandatory reporter**. I may also share non-identifiable information with my coach (or with other coaches), consultant, and the Early Childhood Services Bureau, as part of my professional development and documentation of coaching activities.

I commit to be respectful and non-judgmental; and provide individualized coaching to meet the coachee's unique needs to contribute to a positive, collaborative relationship.

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Coach's signature

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Date

I, the **Supervisor**, agree to:

- Create systems, policies, and procedures to support implementation of the effective practices
- Commit to provide:
  - Release time for coach and coachee to reflect and plan
  - A private space for scheduled coaching meetings
- Respect the confidentiality of the coaching partnership.

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Supervisor's signature

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Date



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I, the coachee, agree to:

- Identify, prioritize, and work towards goals related to implementation of identified practices
- Be organized and prepared for all scheduled coaching visits
- Actively engage in coaching visits by:
  - Honestly and openly reflecting on strengths and needs
  - Asking questions
  - Sharing pertinent information
  - Reflecting on current practices
  - Exhibiting a willingness to be observed
  - Listen to feedback from the focused observation
- Provide feedback, via survey, regarding my coaching experience to inform my coach's continuous quality improvement

I commit to be open to suggestions, ready to ask for what I need, and willing to try to increase the use of effective practices, to support my professional development and a collaborative partnership with my coach.

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Coachee's signature

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Date

**Confidentiality** - Coaching is most effective in a nonevaluative environment of safety and trust; when all parties are clear about what happens during coaching visits.

To support confidentiality coaches will only share:

- Practice list/s
- Goals
- Coaching logs
  - Dates and duration of coaching visits
  - Number of completed coaching cycles

This information may be shared with:

- Program leadership
- Local CCR & R agency, and
- Early Childhood Services Bureau

If at any time the coachee feels the coach is not meeting their agreement obligations, they can speak to the coach regarding their concern or reach out to the coach's supervisor: **provide contact information here**

If a coach feels the coachee is not meeting their agreement obligations, the coach will:

1. Have an honest, authentic discussion with the coachee about the concerns
2. Confidentially discuss, with another coach or their coach supervisor, viable solutions or whether the coachee is presently ready to engage in coaching