

# Prepping for Coaching Conversations

The teachers we support deserve our respect by maximizing their time with our preparation.

01

Review data sources and analyze prior to the meeting, coming prepared with suggested actions.

- Classroom visit notes and observations
- Student/classroom data sources

02

Create an agenda and send it ahead of time.

- Plan for catch-up time and celebrations
- Plan for variable time with ideas for must-do and may-do items
- Make sure the content planned can be covered during the scheduled time

03

Prepare questions that guide the conversation.

- Anticipate responses and practice the conversation.
- Consider the resources needed for different responses
- Consider the flow of conversation - does it lead you to a bite-sized action?

