

Teacher Name: _____
 Coach Name: _____
 Date of Meeting: _____



The Incredible Years

Teacher-Coach Meeting –Overall Agenda Template

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Coach completes after every teacher meeting and brings to meeting with workshop group leader.

Teacher-Coach Meeting	Progress/Date Discussed	
1. Teacher-coach self-reflection using <i>Teacher Classroom Management Observation Inventory</i> for each workshop delivered. Coach reviews strategies related to recent workshop.	Yes	No
2. Coach asks teacher to determine goals for their meeting time together and aspects of classroom management s/he needs help with. Refer to original teacher goals from first workshop (<i>Teachers Thinking Like Scientists</i>).		
3. Teacher and coach review IY workshop handouts.		
4. Coach and teacher review targeted social behaviors to be sure they are developmentally appropriate for specific students. Functional assessment checklist is referred to for this discussion.		
5. Teacher and coach review and problem solve <i>behavior plans</i> and progress towards implementation of them – e.g., proactive strategies targeted, or coaching processes, specific “positive opposite” behaviors targeted to praise, or incentives used, specific behaviors to ignore or use Time Out for, and classroom discipline hierarchy.		
6. Coach and teacher discuss progress regarding reading chapter assignment and any questions. (Refer to teachers self-monitoring checklists)		
7. Coach and teacher discuss plans to involve students’ parents in their children’s education.		
8. Coach summarizes teacher strengths and future goals.		
9. Plans are made to review further vignettes: Classroom Management Program DVDs and self-administered manuals Or,		

the Emotional Regulation DVD Or, the School Readiness and Reading DVD .	
10. Teacher and coach determine goals to try to accomplish before next meeting time.	
11. Notes From Session:	



Coach Agendas and Timetable

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Coach Agenda & Schedule	Date
I. A. Workshop Day #1 Proactive Teacher and Relationship Building.	
B. Group Leader-Coach Training Day #1 <ul style="list-style-type: none"> - Review Classroom Observation Role and Observation Inventory - Review Protocol for Teacher-Coach Meeting and Coaching Process - Plan Calls between Group Leader and Coach 	
C. Coach Weekly Observations in Classroom	
D. Weekly Coach Meetings with Teachers	
E. Coach Calls with Group Leader	
II. A. Workshop Day #2 Teacher Attention, Praise and Coaching	
B. Group Leader-Coach Training Day #2 <ul style="list-style-type: none"> - Review Progress Coaching Teachers (observational inventories) - Visit some classrooms together - Talk about possible training DVDs can view 	
C. Coach Weekly Observations in Classroom	
D. Weekly Coach Meetings with Teachers	

E. Coach Calls with Group Leader	
III. A. Workshop Day #3 Motivating Children through Incentives	
B. Group Leader-Coach Training Day #3	
C. Coach Weekly Observations in Classroom	
D. Weekly Coach Meetings with Teachers (talk about possible training with school readiness program)	
E. Coach Calls with Group Leader	
IV. A. Workshop Day #4 Decreasing Inappropriate Behavior/Proactive Discipline	
B. Group Leader-Coach Training Day #3	
C. Coach Weekly Observations in Classroom	
D. Weekly Coach Meetings with Teachers	
E. Coach Calls with Group Leader	
V. A. Workshop Day #5 Decreasing Inappropriate Behavior	
B. Group Leader-Coach Training Day #3	
C. Coach Weekly Observations in Classroom	

D. Weekly Coach Meetings with Teachers	
E. Coach Calls with Group Leader	
VI. A Workshop Day #6 Emotional, Social and Problem Solving Training	
B. Group Leader-Coach Training Day #3	
C. Coach Weekly Observations in Classroom	
D. Weekly Coach Meetings with Teachers	