1 = Yes, the practice was used consistently   **2 = Practice was used partially, sometimes done**

3 = Practice was not used, opportunity missed   **4 = NA, no opportunity to use the practice**

Next Steps NH HQPD Coaching Fidelity Tool

Date:	School:	Observer:	Observed Coach:
Activity Observed:			
Content of the Coaching Session/Activity:			

Coaching Behavior	Rating	Comments
Structure		
1. Coach shares the purpose of the coaching session with recipients of coaching, and its alignment to their action plan.		
2. Before providing his/her own observations, coach asks recipients to identify the things they feel are going well (related to content of coaching session).		
3. Coach offers his/her observations of things that are going well.		
4. Coach asks questions of the recipients in order to elicit clarification and prompt reflection regarding areas of improvement.		
5. Before providing his/her own observations, coach asks recipients to identify things they would do differently in the future, or have yet undertaken.		
6. Coach allows recipients to offer clarification and/or reflect on areas for improvement.		
7. Coach offers suggestions.		
8. Coach guides recipients to identify solutions for problem areas in the form of action steps.		
Comments:		

SEQUENTIAL STEPS

1 = Yes, the practice was used consistently   **2 = Practice was used partially, sometimes done**
3 = Practice was not used, opportunity missed   **4 = NA, no opportunity to use the practice**

Coaching Behavior	Rating	Comments
Content		
9. Coach helps recipients identify solutions to potential barriers to implementation.		
10. Coach offers suggestions that are appropriate in number and reasonable in scope.		
11. Coach provides examples of possible implementation steps.		
12. Coach provides a rationale for each suggestion.		
13. Recipients successfully identify action steps.		
Comments:		
Communication		
14. Coach guides recipients to identify persons responsible and timeframes for action steps to be completed.		
15. Coach avoids judgment or bias when providing observations and suggestions.		
Comments:		
Efficacy		
17. Do the individual(s) being coached appear to be open to implementing the suggestions/action steps?	*Unreceptive* 1 2 3 4 5 *Highly Receptive*	
18. Overall, I would rate the coaching as:	*Not Effective* 1 2 3 4 5 *Highly Effective*	
19. Overall Comments:		

Brussow, J.A., Gaumer Erickson, A.S., Noonan, P., Jenson, R. (2013). *Coaching Observation Checklist.* Lawrence, KS: University of Kansas, Center for Research on Learning.

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This checklist was developed based on a number of resources discussing the elements of effective coaching practices. These references guided our thinking in conceptualizing and categorizing the items on this checklist.

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