

Coaching Goal Tracker



Coaching Goal Tracker	
Teacher Name	
Goal:	<i>Make sure that you co-create a SMART goal. Describe the goal here with specificity, including how progress will be measured and in what time frame you and the teacher agree the goal will be met.</i>
Coaching cycle # _____ for goal	<i>You will sometimes need to use multiple full coaching cycles to guide your teacher to meet the goal. Keep track of them by logging the number in this chart.</i>
Step 1: Design Date of this meeting:	<i>Record what you and your teacher discuss in step 1. Note here any and all plans made pertaining to the modality you've chosen for this cycle.</i>
Step 2: Develop Date of this meeting:	<i>The modality that will be used to help the teacher develop skills related to the goal. As needed and where appropriate, note here what you and the teacher will reflect upon after step 2 has been completed to discuss in step 3.</i>
Step 3: Discuss Date of this meeting:	<i>Note what you and the teacher discussed pertinent to step 2 and progress toward meeting the goal. If the goal was not met, identify tools or measures that can or must be taken to keep the teacher progressing and growing.</i>
Resources shared:	<i>Every time you suggest a resource to the teacher, list it here so that the teacher can easily reference each one in their ongoing learning. (It also helps you remember what the resources you suggested.)</i>
Action steps:	<i>List follow-up action steps you and/or the teacher agree to take to continue to make progress toward this goal. Make it clear what is expected by you and the teacher, and by when.</i>
Date for next meeting:	<i>With the teacher, set a date for your next meeting/ coaching cycle and list it here.</i>

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Step 3: Discuss Date of this meeting:	
Resources shared:	
Action steps:	
Date for next meeting:	

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